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GRANTS & RESOURCES

1988 - 89

Manitoba
Culture, Heritage
and Recreation
Recreation

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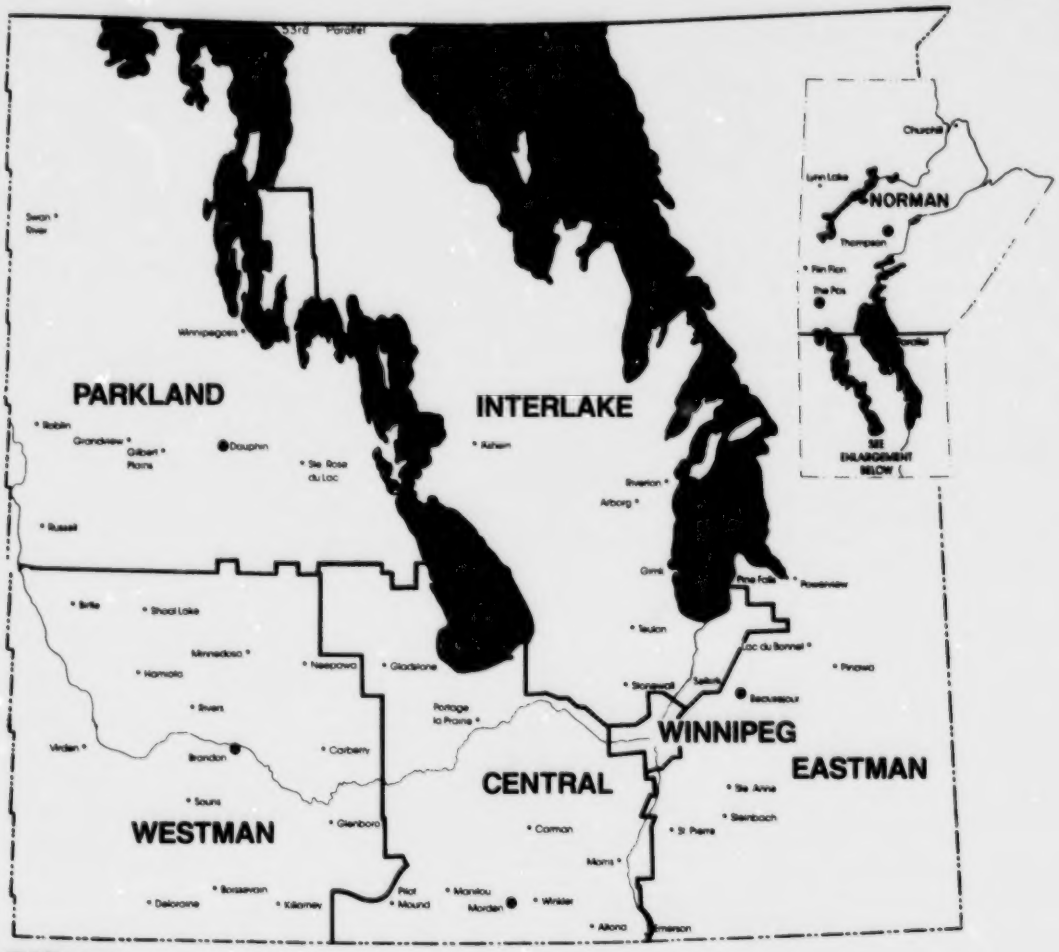
Manitoba Culture, Heritage and Recreation— Regional Services.



Regional Offices

Westman
Room 116
340 — 9th Street
Brandon, Manitoba
R7A 6C2
Phone: 726-6066

Eastman
Box 50
Beausejour, Manitoba
R0E 0C0
Phone: 268-1411

Central
Box 1750
Morden, Manitoba
R0G 1J0
Phone: 822-5418

Interlake
Box 1519
Gimli, Manitoba
R0C 1B0
Phone: 642-5155

Parkland
27 — 2nd Avenue, S.W.
Dauphin, Manitoba
R7N 3E5
Phone: 638-9111

Norman
Thompson Office
59 Elizabeth Drive
Thompson, Manitoba
R8N 1X4
Phone: 778-4411

The Pas Office
Box 2550
The Pas, Manitoba
R9A 1M4
Phone: 623-6411

Flin Flon Office
204 — 143 Main Street
Flin Flon, Manitoba
R8A 1K4
Phone: 687-3928

Winnipeg
Regional Services
4th Floor
177 Lombard
Winnipeg, Manitoba
R3B 0W5
Phone: 945-4473

I am pleased to present the sixth edition of the Grants and Resources Manual 1988-89 produced by the Recreation Branch of Manitoba Culture, Heritage and Recreation.

The intent of this manual is to assist organizations committed to improving leisure opportunities and the quality of life within the community, in identifying resources available from provincial and federal government departments, umbrella organizations and other sources. Volunteer organizations are also encouraged to access the consultative services and Fundraising and Grantsmanship workshops offered through my department.

It is my wish that volunteer organizations find the Grants and Resources Manual 1988-89 a valuable resource of information in successfully securing funding support for their operations and services.

Good luck with all your endeavours!

Sincerely,

Bonnie Mitchelson

Bonnie Mitchelson
Minister

INTRODUCTION

In 1983, the Recreation Branch of Manitoba Culture, Heritage and Recreation produced a Grants and Resources Manual that contained basic information about grants and resources available to voluntary organizations and communities throughout Manitoba. The manual received an overwhelming response from the communities. Due to the success of the manuals in 1984 and 1985, Manitoba Culture, Heritage and Recreation decided to update the information once again.

The information for the manual was gathered in August and September, 1987. I caution you to consider the following:

1. You should contact the respective government department or agency for details on the criteria before you prepare your submission.

2. You should be aware that changes occur in the criteria and conditions in several of these grant programs annually at different time periods during the year. The information included in this manual is correct as provided from the sources in August and September, 1987. Please contact the source for an update.

The Grants and Resources Manual, 1988-89 is available through your local library, municipal office or Recreation Director. If you are interested in pursuing assistance for your community organization it is advised that you contact one of the above and photocopy any pages which may be relevant to your group.

I wish you success in your search for resources and in all your activities.

WORKSHOPS FOR YOUR ORGANIZATION

The Vounteer Board Development Program

Fundraising and Grantsmanship Workshop

Fundraising and Grantsmanship is one in a series of ten Volunteer Board Development Program workshops designed to improve the effectiveness of volunteers of not-for-profit organizations. Each workshop is custom designed by the trainer to meet the specific needs of your organization. A Fundraising and Grantsmanship workshop for your organization may cover: creative ways of raising funds for your organization; various methods of researching grants and determining which are available to your organization; systems of proposal writing; gaining corporate sponsorship and the benefits of incorporating your organization.

The other topic areas that the Volunteer Board Development Program offers training in are:

*** FINANCIAL MANAGEMENT WORKSHOP**

This workshop provides a simple, logical approach to bookkeeping, budgeting, record keeping and reporting. Everything a board would need to know to set up and maintain their financial accounts in an easy to learn and use style.

*** LONG AND SHORT TERM PLANNING WORKSHOP**

This workshop provides a clear understanding of the definitions, concepts and processes involved in organizational long and short term planning.

*** LEADERSHIP WORKSHOP**

This workshop examines what makes a leader, leadership roles in volunteer based organizations and leadership skills such as: organization; making presentations; running a meeting; solving problems and making decisions.

EFFECTIVE MEETINGS WORKSHOP

This workshop may cover positive and negative aspects of meetings; preparing a meeting; agenda writing and minute-taking; parliamentary procedure and how to handle disruptive behaviours in meetings.

*** MARKETING WORKSHOP**

This workshop can provide a basic understanding of marketing and how to apply marketing strategies to promote the organization. This includes publicity and promotions, public relations, advertising, market research and communications.

ROLE OF THE BOARD WORKSHOP

This workshop highlights the roles the organization, board memebers, committees and staff - including creating job descriptions, types of boards and the purpose and use of by-laws.

*** WORKING WITH VOLUNTEERS WORKSHOP**

This workshop examines the five basic tasks necessary for the effective participation of volunteers; variables that effect how well an organization's work gets done; as well as recruiting, motivating and working with volunteers.

*** TIME MANAGEMENT WORKSHOP**

This workshop will provide information regarding Time Management as it affects your life at home, on the job and as a volunteer. This workshop may focus on gaining control of your time; setting goals and priorities and solutions to common internal and external time wasters.

ASSESSING YOUR VOLUNTARY ORGANIZATION WORKSHOP

This workshop will look at what makes an organization work, how to assess the present state of your organization and how change affects your organization and the individuals within it.

Further information or request for a workshop is available by contacting your Regional Office of Manitoba Culture, Heritage and Recreation (listed on Page 38) or by contacting the Co-ordinator of the Volunteer Board Development Program directly at 945-4400.

* Developed by the national SKILLS PROGRAM FOR MANAGEMENT VOLUNTEERS.

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ACKNOWLEDGEMENTS

This manual was prepared by Julie Ruban McDonald under contract to the Recreation Branch of Manitoba Culture, Heritage and Recreation. Julie has practical experience working with volunteer organizations and searching out grant information and is involved with the Volunteer Board Development Program.

GRANTS AND FUNDRAISING

This introductory section offers some areas for consideration on grants and fundraising. It defines some grant terminology and outlines considerations for the grant seeker. The components and detailed preparation format of a grant proposal are outlined. Information on incorporation and registration for charitable status is presented. Lastly the rationale of fund granting is given from the perspective of both the private and public sector.

We hope some of these ideas are valuable to you and your organization for long and short-term planning and strategy in fundraising.

SOURCE: The Volunteer Board Development Program "Fundraising and Grantsmanship" Workshop.

GRANTS AND FUNDRAISING

Grant Terminology:

BUDGET: An itemized list of expenditures and income estimates to carry out the proposed project. It includes direct and indirect costs, matching contributions as well as anticipated sources of revenue.

DIRECT COSTS: Expenses directly associated with carrying out the specific project. It can include such things as salaries and benefits for staff hired for the project, travel, equipment, supplies, telephone, postage and print costs.

INDIRECT COSTS: Costs incurred that are not readily identifiable as direct costs but necessary for the overall operation of the organization so that they can carry out the proposed project.

MATCHING: Participation in a program on a dollar for dollar basis.

IN KIND CONTRIBUTION: Dollar value of non-cash contribution such as volunteer time, equipment, supplies, rent.

Before applying for Funding MAKE SURE

1. You are clear about your organization's objectives and the types of funding required to meet them.

2. You know what projects are needed - Priorize your needs within your own organizational framework and purpose.

3. Your group can carry out the project. In some cases you may work co-operatively with another organization.

4. You have community support from key individuals, groups or institutions.

5. The project is feasible:

    a) the size is appropriate for your group to carry out
    b) if other groups are needed, they have agreed to participate
    c) the space, equipment or facilities are available
    d) the people skills are sufficient or outside professional or support personnel are available
    e) the costs reflected are current and reasonable.

Granting Considerations:

1. The project must fit the grant program guidelines and intent.

2. Categories of costs should be specified to reflect the areas that funding can cover. In some cases, only actual costs are allowed. In all cases, keep accurate records of expenditures and receipts.

3. Note the number of copies of applications required.

4. Application deadlines and decision notices should be noted.

5. Payment procedures, time frames and partial payment should be taken into consideration. Evaluation reports are essential to final funding in some cases.

6. Copyrights and credit lines. Make sure you know if credit is due to the sponsoring organization. Check where copyright of material is necessary and possible responsibilities that entails.

7. If rejected, try other funding sources.

THE COMPONENTS OF A GRANT PROPOSAL ARE:

	SUMMARY	clearly and concisely summarizes the request
I.	INTRODUCTION	describes the agency's qualifications or "credibility"
II.	PROBLEM STATEMENT OR NEEDS ASSESSMENT	documents the needs to be met or problems to be solved by the proposed funding
III.	OBJECTIVES	establishes the benefits of the funding in measurable terms
IV.	METHODS	describes the activities to be employed to achieve the desired results
V.	EVALUATION	presents a plan for determining the degree to which objectives are met and methods are followed
VI.	FUTURE OR OTHER NECESSARY FUNDING	describes a plan for continuation beyond the grant period and/or the availability of other resources necessary to implement the grant
VII.	BUDGET	clearly delineates costs to be met by the funding source and those to be provided by the applicant or other parties

PREPARING A FUNDING PROPOSAL

1. IDENTIFY YOUR ORGANIZATION

   - Name
   - How many people belong
   - When it was established
   - Where it is located
   - Purpose

2. HOW IS YOUR ORGANIZATION OPERATED?

   - Is it a registered charity? What is its number?
   - Is it incorporated? What is its number?
   - Who is eligible for membership?
   - What is the procedure for becoming a member?
   - Is the organization democratically run? Are elections held annually?
   - List any groups affiliated with your organization.

3. HOW ARE RESPONSIBILITIES DISTRIBUTED WITHIN THE ORGANIZATION?

   - List the names and titles of the executive in your organization.
   - Explain the responsibilities of each member of the executive.
   - Provide the name, title, address and telephone number of the person in charge of the project to whom all correspondence is to be directed.
   - List the names of people in your organization who will take on the major responsibilities of the project and explain these responsibilities.

4. WHAT DOES YOUR PROJECT EXPECT TO DO?

   - Outline of the project and what it hopes to accomplish.
   - Explain your objectives in concrete rather than general terms.
   - Explain your approach and support the methods you will use to reach your objectives.
   - Provide a method for evaluating the project's progress. State the objectives in such a way so observers will know if you have accomplished what you set out to do.
   - Include a photograph of the people involved, an event or an architectural sketch of the building, etc., you wish to construct.
   - Will the scope be in the local community, provincial or national?

5. STATE WHY YOUR PROJECT SHOULD PROCEED

   - Is there a need or demand for your type of project? Explain how it meets the need.
   - Give the characteristics of the people your project would serve.
   - Does the project avoid duplication of similar projects (efforts) being conducted by other organizations?
   - Give the qualifications and experience of key people involved with the project.
   - Name projects you have completed in the past, and include whether they were successful.

6. STATE WHAT RESOURCES YOU WOULD USE OUTSIDE OF YOUR ORGANIZATION

- Name informed persons, independent of the organization, who may be consulted on this project as references.
- List other individuals or organizations supporting this or similar projects.
- Name others whose support has been requested, or who have declined to assist.
- State any previous contact with the funding body being approached including previous financial assistance.

7. WHEN WILL YOUR PROJECT OPERATE OR BE UNDERTAKEN?

- Expected duration of the project.
- Preparation and planning time.
- Provide reasonable assurances that your organization is capable of undertaking this project and that the organization will be in existence in the foreseeable future.

8. THE BUDGET

- The organization's latest (audited) financial statement.
- A detailed operating budget for the project showing how the money will be spent and the amount coming from all sources.
- Explain any specialized spending of the money.
- Explain the reason(s) for any deficits in your organization's budget and a listing of specific sources of funding to cover the deficits.
- Indicate how the necessary funds will be obtained if your program continues beyond the proposed grant period.

FUNDRAISING

1) You must believe your cause is worthwhile and sell the idea to the community.

2) You should form a separate fundraising committee. The standing committee is overworked and cannot put in the required efforts to make fundraising successful.

3) The fundraising idea must be designed to suit the needs and abilities of your particular community or possible donors.

4) You must make long range plans. The goals and objectives and budget should span at least over several years.

5) Have enough volunteers involved so that each person only has to make a small contribution.

6) When recruiting volunteers for the fundraising campaign, describe several jobs and give the people a choice.

7) Keep accurate records.

8) Choose a project that has a high return of money for a minimum expenditure of money and labor.

9) Combine direct and indirect fundraising campaigns. Direct fundraising is when you present your idea, project or program to a potential donor and give that person the opportunity to contribute to it. Indirect fundraising is when you have activity that produces something else to sell - with the proceeds going to the cause.

10) Aim for fewer more successful events.

11) Approach people individually in person for their contribution of their time, service, money or equipment.

12) Give recognition to everyone involved. Publicize the amount raised and the members of the committee.

13) Become incorporated because incorporation is one step along the way to providing the legitimacy of your organization when it comes to fundraising.

14) If you plan to solicit donations from the private sector you must register as a charitable organization with Revenue Canada.

INCORPORATION

Incorporating is not necessary, however, it does allow for certain legal advantages. The benefits of becoming incorporated are:

1. An individual member of an incorporated organization cannot be held legally responsible for a debt or liability of the organization.

2. An organization may hold title to property or hand out contracts in its own name.

3. Being incorporated gives the organization a greater sense of credibility and stability.

4. Incorporation may assist an organization seeking to become a registered charitable organization under the Canadian Income Tax Act.

Incorporation falls under either provincial or federal law. If an organization operates in more than one province, it should incorporate itself federally or in each province. If an organization operates in only one province, it should incorporate itself under the provincial law.

To incorporate in the Province of Manitoba, the following procedure must be followed:

STEP 1: RESERVATION OF CORPORATE NAME (valid for 90 days only)

(a) Complete legibly Corporate Name Reservation Request (Form #25), in duplicate. Note guidelines on reverse side of the form.

(b) Submit with the prescribed corporate name reservation fee of $25.00 to the address listed below.

If the name is available one copy of the Request and both copies of the NUANS printout will be returned to Applicant. When these are received, Step 2 may be completed.

If the name is not available, a new name must be selected and Step 1 repeated.

STEP 2: SUBMIT ARTICLES OF INCORPORATION: (within 90 days of reservation of name)

(a) Use prescribed Form 1 (2 pages) for corporation with share capital.

(b) Use prescribed Form 2 (2 pages) for corporation without share capital.

(c) Complete appropriate Articles of Incorporation legibly (handprinted or typewritten) in duplicate.

(d) Submit with Transmittal Notice in duplicate properly completed; approved Corporate Name Request; original copy of NUANS report, and appropriate prescribed fee.

FEES

(a) A corporation with share capital is $220.00
(b) A corporation without share capital is $50.00

Payable by currency, money order, or certified cheque to the Minister of Finance.

MORE INFORMATION IS AVAILABLE FROM:

Consumer and Corporate Affairs
1010 Woodsworth Building
405 Broadway Avenue
Winnipeg, Manitoba
R3C 3L6
Phone: 945-2500

CHARITABLE STATUS

Unless an organization is registered under the Federal Income Tax Act as a Charitable organization, their chances of obtaining large donations are very slim. Donors give large donations usually as a tax deduction and unless you are registered a Charitable organization, you are unable to give tax receipts. Organizations raising funds should become a Registered Charity for several reasons:

- The organization will be tax exempt.
- Donations given to the organization are then tax-deductible.
- It assures the donor that their donation will be used solely for charitable reasons.

In order to qualify for registration, an organization must declare that it has formed for one of the four categories of purpose:

A) the relief of poverty
B) the advancement of religion
C) the advancement of education
D) other purposes beneficial to the community

Note: More information is available from:

Revenue Canada Taxation

Here is a partial list of the reasons given most often by organizations as to why they do or do not give.

PRIVATE SECTOR

Why They Do

- your project falls within the limits of the guidelines established by the organization for funding or providing services.
- you have something to offer the potential supporters in the form of an investment, (such as advertising)
- it will improve the company's image within the community
- employees from the supporting business will be involved in the project

Why They Do Not

- not a registered charity
- not incorporated
- prefer to give to general charities such as the United Way. Many businesses fear that contributing funds to a certain cause could be interpreted as a fixed policy of support for that cause
- support was already allocated or the company did not want to be "flooded" with a number of requests to which they could not respond
- areas of support already chosen by company and they are not interested in being approached directly
- no support for individual ethnic groups for fear that showing patronage to any one group would alienate others
- application or approach not done properly

PUBLIC SECTOR

Why They Do

- worthwhile project
- project falls closely into policy as laid out by department
- have prepared a detailed application and budget
- previous events were successful
- group and activities are open to the general public
- project is local, provincial, national, or international (not solely for that group)

Why They Do Not

- group or project does not fit policies
- missing information
- late application forms
- group has difficulties within their organization
- group not incorporated
- out of funds (organization applied too late)

PROVINCIAL GOVERNMENT PROGRAMS

MANITOBA CULTURE, HERITAGE & RECREATION

PROGRAM: **ARCHIVES CAPITAL FACILITIES GRANT**

PURPOSE: Provide assistance to non-profit, community-based archives located in Manitoba for minor facility modifications and equipment purchase. Also, to offer greater protection for public and private records and to facilitate wider public use of these records.

WHO MAY APPLY: Municipal authorities, institutions and community cultural and heritage organizations.

CRITERIA: The repository (library, museum or archival building) with space devoted to holding archival materials must:

1. Operate from a facility receiving ongoing support and occupying stable location in Manitoba.
2. Be administered in the public interest by a non-profit organization.
3. Be the official archives of the governing authority.
4. Have a mandate for housing local public records and/or archival documents from the private sector.
5. Have a collections policy and provide acquisition, description, preservation and reference service.
6. Have a designated individual responsible for the holdings.
7. Offer reasonable security for its holdings.
8. Be regularly open to the public but not necessarily on a full-time basis.
9. Have appropriately trained staff or be willing to train staff.

LEVEL OF ASSISTANCE: Two categories of grant assistance are provided. A repository may be eligible under both categories at the same time.

<u>Category A</u> grants are intended to provide:

1. Suitable vault space to house the holdings
2. Suitable space to service and provide access to the holdings
3. Suitable exhibition space, and
4. Access for the handicapped

Up to $7500.00 for each repository in one year on a 75% Department, 25% governing authority basis.

Volunteer labor and donated materials and equipment value at fair market cost may be included in the organization's share. Up to 60% of the organization's share (15% of the expected total project cost) may be obtained from other sources.

Category B grants are intended to provide archival equipment for an existing or new area in a repository. Some equipment provided for are:

1. Conservation equipment
2. Storage equipment
3. Information handling and diffusion equipment
4. Equipment to allow access for the handicapped

$4000.00 grants per year are available under Category B with no contribution required from the governing authority.

APPLICATION DEADLINE: No application deadline

REMARKS: Guidelines and General Application Forms are also available in French.

CONTACT: Your Regional office for application/information. For listing see page 38 or

Provincial Archives of Manitoba
Government Records
255 Memorial Blvd.
Winnipeg, Manitoba
R3C 1T5
Phone: 945-6533

PROGRAM: **BOOKS BY MAIL**

PURPOSE: The Public Library Services Branch loans books in English and French with the province paying postage both ways.

WHO MAY APPLY: Any individual in Manitoba without access to an established library service.

CONTACT:

Manitoba Culture, Heritage and Recreation
Public Library Services
Open Shelf
139 Hamelin Street
Winnipeg, Manitoba
R3T 4H4

Phone: 945-6452

PROGRAM: **COMMUNITY COMMEMORATIVE PLAQUE GRANTS**

PURPOSE: The purpose of this program is to assist community councils and organizations in the commemoration of sites, individuals and events of local significance by providing financial assistance towards the establishment of permanent commemorative markers.

WHO MAY APPLY: Application for funding under the program is open to any on-going, non-profit community organizations, association or group.

CRITERIA: Topics eligible for commemoration are to be Manitoban in scope and must be deemed historically significant at the local level by local municipal authorities. Projects involving the commemoration of such popular topics as early pioneer groups, community churches and rural schools will therefore be eligible for assistance under the program, with encouragement being given to the commemoration of such topics in an interpretive and thematic manner.

Applicants will be required to ensure public accessibility to and long-term maintenance of the plaque or marker site.

LEVEL OF ASSISTANCE: Grants will be available for one-half of the cost of the manufacture and installation of a new plaque or marker up to a maximum of $500.00.

APPLICATION DEADLINE: On-going.

REMARKS: Applicants will be required to submit a completed general application accompanied by an endorsement from the governing body of the organization and a resolution from municipal council stating that the subject for commemoration is significant to the local area.

Applicants will be limited to the funding of one commemorative project per year.

CONTACT: Regional Offices for applications/information. See page 38 for listing.

PROGRAM: **COMMUNITY CULTURAL COUNCILS**

PURPOSE: The program provides operating and programming assistance to community arts/cultural councils. The councils run programs of broad community interest and some may operate a permanent cultural facility.

WHO MAY APPLY: Community Cultural Councils.
These councils are community-based "umbrella organizations" composed of representatives from one or more community cultural groups and interested community members.

CRITERIA: Applicants:

1. Must be located outside the City of Winnipeg;
2. Should have municipal support as evidenced by letters of financial commitment which include a certification of the per capita contributions by supporting municipalities;
3. Must have a Constitution and By-Laws and operate with a duly elected Board of Directors;
4. Must have provided programming for a minimum of one year;
5. Programming must include a variety of arts, cultural and heritage activities;
6. Must be a non-profit organization;
7. Membership must be open to the public;
8. Programs must be open and accessible to the public.

LEVEL OF ASSISTANCE: Operating Grants: in 1988-89, Community Cultural Councils are eligible to receive an operating grant based on the greater amount of:

1. the 1987-88 operating grant awarded

OR

2. matched municipal contributions to a maximum of $1.00 per capita

For Community Arts/Cultural Councils in communities falling within Norman Region boundaries and which serve a population of fewer than 5,000 people, Manitoba Culture, Heritage and Recreation will match municipal contributions on a 50/50 basis to a maximum of $1.50 per capita.

Community Support Incentive: Community Cultural Councils which generated one third or more of their total revenue in the immediate past fiscal year from non-government sources are eligible to apply for the Community Support Incentive, which will match eligible revenue on a 50/50 basis, to a maximum of $5,000.00.

REMARKS: The total of the Operating Grant and the Community Support Incentive in any fiscal year shall not exceed $25,000.00.

CONTACT: Regional Offices for application/information. For listing see page 38.

PROGRAM: **COMMUNITY MUSEUMS**

PURPOSE: The intent of the program is to provide support for facilities that serve to protect and interpret Manitoba's heritage resources.

To improve the quality of museum collections and programs throughout Manitoba.

To facilitate the effective use of available resources through co-operation between Manitoba's museum and related institutions and organizations.

WHO MAY APPLY: Eligible, non-profit, public community museums may apply for operating funds in one of two levels.

CRITERIA: An eligible institution must:

1. Have a clearly defined statement of purpose which includes the primary reason for creating the museum, functions of the museum, geographical area to be served, subjects and time period to be covered.

2. Have been in operation for at least one year.

3. Be open to the public a minimum number of days per year totalling no less than a specified number of hours. (depending on level)

4. Have a governing authority solely responsible for its management and with clear reporting lines to the public.

5. Be a non-profit corporation or be a public institution operated by a municipality, historical society, library, university or Indian Band.

6. Hold clear ownership of a majority of items in its collection.

7. Have a definable site with space designated for museum purposes.

8. Maintain separate financial records related to the operation of the museum.

CRITERIA:

9. Not receive operating grants directly or indirectly under other grant programs of the Manitoba Government.

10. Show a reasonable level of attendance for the area and size of museum.

11. Agree with the Minister of Manitoba Culture, Heritage and Recreation to permit and cooperate in an annual evaluation of the museum if required by the Minister.

LEVEL OF ASSISTANCE:

Level 1
Up to $1,500.00 maximum, according to the formula "one dollar for every dollar raised locally" up to 50% of normal operating expenses.

Level 2
Up to $3,500.00 maximum, according to the formula "one dollar for every dollar raised locally up to a maximum of 50% of normal operating expenditures, or the maximum of $3,500.00, whichever is lesser.

The formula would be applied against figures drawn from the prior year's financial statement. The formula would be applied only after certain eligibility criteria have been met for each level.

APPLICATION DEADLINE:

Application forms will be mailed to all community museums. The applications must be submitted, completed, to your Regional Office on or before the final day of March 1st of the year for which the grant is requested.

CONTACT:

Regional Offices for applications/information. See page 38.

or
David McInnes
Historic Resources Branch
310 - 177 Lombard
Winnipeg, Manitoba
R3B 0W5
Phone: 945-0404

PROGRAM: EQUIPMENT GRANT FOR REMOTE COMMUNITIES

PURPOSE: To assist remote Northern Communities in the purchase of cultural, recreation, fitness and sport equipment. The Department of Northern Affairs and the Federal Department of Indian and Inuit Affairs help administer and promote the program through a consultation process with eligible communities.

WHO MAY APPLY: All remote Northern Communities in the Parkland, Eastman, Norman, and Interlake regions may apply.

CRITERIA: Applicants must submit a completed application.

LEVEL OF ASSISTANCE: A maximum grant of $800.00 per community is available annually.

APPLICATION DEADLINE: Receipts from equipment purchased to be submitted no later than January 31, 1989.

CONTACT: Regional Offices
See page 38 for listings.

PROGRAM: **ETHNOCULTURAL HERITAGE SUPPORT PROGRAM**

a) Operating Grants
b) Project Grants

These programs provide support to Manitoba's non-profit community-based organizations whose prime objective is the preservation, promotion, development and sharing of the ethnocultural heritage of all Manitobans.

OPERATING GRANTS

PURPOSE: To assist non-profit Manitoba ethnocultural groups and organizations in the operation of cultural and heritage activities for the purpose of preserving, promoting, developing and sharing of the ethnocultural heritage of all Manitobans.

WHO MAY APPLY: Organizations must be non-profit Manitoba ethnocultural organizations or non-profit organizations composed of two or more ethnocultural groups.

CRITERIA: Organizations must have provided programming for a minimum of one year.

Organizations must have a constitution and by-laws and operate with a duly-elected Board of Directors.

Organizations must be incorporated as a non-profit ethnocultural or service organization serving the ethnocultural community if annual budget is $40,000 or more.

Organizations must submit with the application:

1. A report of the organization's previous year's activities.
2. An audited financial statement or a certified true statement signed by at least two executive members.
3. A program outline for the current year.
4. A copy of the constitution and by-laws of the organization.

LEVEL OF ASSISTANCE: Grants will be provided on the basis of eligible costs related to heritage retention, promotion, and sharing programs only.

Grants will be based on 25% of these eligible costs to a maximum of $15,000 per organization.

APPLICATION DEADLINE: April 30 annually

REMARKS: Ineligible costs are prize monies, trophies, out-of-province travel, purchase of artifacts and publishing, for operating and project grants.

Organizations may apply in one fiscal year for:

a) one operating grant
or
b) up to two project grants. NOT BOTH

Exceptions may be made in very special circumstances and depending on the availability of funds.

Applications will not be considered for events which occurred prior to the submission of the application.

CONTACT: Application forms/information can be obtained from your Regional Office, or

Cultural Resources
177 Lombard Avenue
Winnipeg, Manitoba
R3B 0W5

PROJECT GRANTS

PURPOSE: To assist non-profit Manitoba ethnocultural groups and organizations in the development of special projects for the purpose of preserving, promoting or sharing of the ethnocultural heritage of all Manitobans.

WHO MAY APPLY: Organizations must be non-profit Manitoba ethnocultural groups or non-profit organizations composed of two or more ethnocultural groups.

CRITERIA: Groups must provide evidence of ability of being able to complete the project.

LEVEL OF ASSISTANCE: Grants will be provided on the basis of eligible costs related to heritage retention, preservation, promotion, and sharing programs only.

Grants will be based on:

1. Project involving only one ethnocultural community: 25% of eligible costs to a maximum of $2,500.

2. Projects involving more than one ethnocultural community: 50% of eligible costs to a maximum of $5,000.

Total grants awarded will be determined on the basis of the availability of funds in this program.

In the event requests for this program exceed available funds, priority will be given to projects involving more than one ethnocultural community. Grants will be awarded based on actual expenditures and submission of a report following the event.

APPLICATION DEADLINE:

Applications for projects should be received at least 60 days prior to the event taking place.

REMARKS:

Ineligible costs are prize monies, trophies, out-of-province travel, purchase of artifacts and publishing, for operating and project grants.

Organizations may apply in one fiscal year for:

a) one operating grant
or
b) up to two project grants.

Applications will not be considered for events which occurred prior to the submission of the aplication.

If more than one organization is involved in the project, the application must include letters of endorsement from the organizations participating.

CONTACT:

Your Regional Office. See page 38 for listing or

Cultural Resources
177 Lombard Avenue
Winnipeg, Manitoba
R3B 0W5
Phone: 945-3847

PROGRAM: **GRANTS TO PROVINCIAL RECREATION ORGANIZATIONS**

PURPOSE: To assist Provincial Recreation Organizations in the development of recreation programs throughout the Province.

CRITERIA: The Provincial Recreation Organizations must fulfill the following requirements:

1. The organization must be provincial in nature. That is, the organization must have "active" membership in at least four of the seven regions of the province.

2. The primary goal of the organization must be the development and/or awareness of recreation opportunities in the province.

3. The organization must be non-profit and incorporated.

4. The organization must provide to Manitoba Culture, Heritage and Recreation, a statement of expenditures and revenues for which the grant is applied for.

LEVEL OF ASSISTANCE: It is not the intent of this program to duplicate the assistance provided by other provincial departments and agencies.

Administrative Credit - assistance may be provided on a 50-50 cost-shared basis to a maximum of $2,000.00.

Examples of eligible costs include: office supplies, postage, printing of newsletters/brochures, rent, etc.

In-Province Workshops - assistance may be provided on a 50-50 cost-shared basis to a maximum of $3,000.00.

This category may support workshops and educational sessions organized by the association for its staff and members, organization of an annual meeting, and attendance at workshops offered by other agencies.

Eligible costs may include: promotion, travel, registration fees, accommodation, hospitality, etc.

Conference - assistance may be provided on a 50-50 cost-shared basis to a maximum of $3,000.00.

This category may support expenditures associated with the planning and operation of a conference.

Eligible costs may include: facility rental, resource persons, in-province travel costs for committee members, promotion, hospitality, etc.

Out-of-Province Workshop/Conferences - assistance may be provided on a 50-50 cost-shared basis to a maximum of $3,000.00.

This category will support expenditures associated with members or staff of an association attending an out-of-province workshop or conference where the benefits of attendance shall benefit the association. Assistance will be limited to one person per association per conference or workshop.

Executive Director/Administrator - assistance may be provided on 50-50 cost-shared basis to a maximum of $9,000.00.

Secretarial Support - assistance may be provided on a 50-50 cost-shared basis to a maximum of $6,000.00.

Special Projects - assistance may be provided on a 50-50 cost-shared basis to a maximum of $3,000.00.

Assistance may be provided on a 50-50 cost-shared basis to a maximum of $6,000.00 where two or more associations apply for funding toward the same project.

This category may support expenditures associated with one-time-only endeavors or pilot projects tht will further develop the association.

Eligible costs may include: research, awareness, information or exposure.

CONTACT:

Manitoba Culture, Heritage and Recreation
Recreation Consultant
Recreation Services Branch
8th Floor, 177 Lombard Avenue
Winnipeg, Manitoba
R3B 0W5
Phone: 945-4716

PROGRAM: **LINGUISTIC SUPPORT**

PURPOSE: This program provides support to Manitoba's non-profit community-based ethnocultural organizations for the teaching of ancestral language programs outside the public school system for school-age children at age four and ending in Grade 12.

WHO MAY APPLY: Applications may be submitted by non-profit, community-based ethnocultural organizations who have operated a language program for at least one year.

CRITERIA: Must be an ancestral language program outside the school system for children age 4 (four) and ending in Grade 12.

Non-profit community-based ethnocultural organization.

Must have been in operation for 1 year prior to applying for the grant.

LEVEL OF ASSISTANCE:

1. Schools with enrollments of 15 - 50 students - $750

2. Schools with enrollments of 50 to 100 students:
   - base grant $750 for first 50 students
   - $15 per capita for the next 50 students

3. Schools with enrollments of over 100 students:
   - base grant $750 for first 50 students
   - $15 per capita for next 50 students
   - $10 per capita for each student over 100 students

APPLICATION DEADLINE: December 31. Annually.

CONTACT: Regional Offices for applications/information. See page 38
or
for Winnipeg based organizations contact:
Nadya Kostyshyn Bailey
Cultural Resources
8th Floor, 177 Lombard
Winnipeg, Manitoba
R3B 0W5
Phone 945-3847
945-4509

PROGRAM: **MANITOBA COMMUNITY PLACES PROGRAM**

PURPOSE: This program is designed to encourage community organizations to undertake capital projects which will provide long-term benefits, contribute to quality of life and generate immediate employment.

WHO MAY APPLY: Non-profit community organizations and recreation associations may apply.

Schools, universities, hospitals, nursing homes, commercial cooperatives, federal, provincial and City of Winnpeg departments and agencies are not eligible.

CRITERIA: Project proposals involving acquisition, construction, renovation, expansion or general repair of facilities are encouraged.

The community should benefit from projects on day care centres; facilities for provision of services to seniors or the disabled; libraries or museums; recreation facilities (including municipally-owned facilities); community resource centres; sports facilities; community parks; ethnocultural community facilities.

Projects involving housing and municipal works such as roads, bridges, municipal buildings sewer and water, etc, are not normally eligible.

LEVEL OF ASSISTANCE: Normally, the Program may contribute up to 50% of total direct project costs to a maximum of $75,000 per project.

Eligible costs include wages and benefits, capital costs, land, building purchases and design costs.

Not all projects that meet detailed selection criteria (as stated in the Program Handbook) will be approved due to funding limitations.

APPLICATION DEADLINE: The Manitoba Community Places Program will operate from January 23, 1987 to December 31, 1990.

Applications received between November 1 and February 28 will normally be reviewed by the beginning of April.

Applications received between March 1 and October 21 will normally be reviewed 4 - 8 weeks after receipt.

CONTACT:

The three following Departments are providing a cooperative service. Contact the one nearest to you.

Manitoba Employment Services and Economic Security - Employment Services Offices as listed on page 62.

Manitoba Culture, Heritage and Recreation - Regional Services Division Offices as listed on page 38.

Northern Affairs Offices as listed on page 77.

or

Donna Stewart, Program Coordinator
Manitoba Community Places Program
Manitoba Northern Affairs
200-500 Portage Avenue
Winnipeg, Manitoba
R3C 3X1
Phone: 945-2508
Toll free: 1-800-282-8069

PROGRAM: **MUNICIPALLY-DESIGNATED HERITAGE BUILDING GRANT**

PURPOSE: To assist owners of municipally-designated heritage buildings in the restoration/stabilization/preservation/rehabilitation of these buildings.

WHO MAY APPLY: Owner of a municipally-designated heritage building or the holder of a long-term lease (minimum 10 years beyond date of application) for the property providing written permission from the building owner is obtained.

CRITERIA: This grant program applies only to buildings of particular architectural/engineering merit and historical significance that have been designated as such by the appropriate municipality under the Heritage Resources Act, Province of Manitoba or by the City of Winnipeg under By-law No. 1474/77 (Grades I, II, or III). Although municipal heritage sites may be so designated primarily for their archaeological or historical significance, such sites are not applicable to this grant program.

Eligible project costs include:

1. Obtaining initial professional advice, cost estimates, and preparing design drawings and/or contract documents directly associated with the preservation of the designated building;

2. Work required to restore, stabilize, preserve, or rehabilitate the original structural or architectural features of the building;

3. Purchasing, installing, or repairing the electrical or mechanical systems providing the work is essential to the preservation of the designated building and will not detract from the building;

4. Developing the grounds of a designated building where, in the opinion of the Department, this is necessary; and/or

5. Installing access facilities for the handicapped.

All eligible work must be sympathetic to the heritage value of the designated site and will be subject to approval by the Department on this basis.

LEVEL OF ASSISTANCE:

Grants will be available up to $35,000 for each designated site in one year on a 50% Department, 50% applicant basis.

Volunteer labour, calculated at prevailing wage rates, and donated materials and equipment, valued at actual costs, may be included as part of the applicants share.

Up to 60% of the applicant's share may be obtained from government or other sources.

APPLICATION DEADLINE:

Prospective applicants should contact the Historic Resources Branch in Winnipeg at 945-5809 at the early project planning stage to ensure that the proposed work will be eligible under the grant program. There is no application deadline and applications will be reviewed on a continuous basis.

CONTACT:

Regional Offices for applications/information. Listings on page 38.

PROGRAM: **ORAL HISTORY GRANTS**

PURPOSE: To provide assistance to oral history projects that document the historical experience of the people of Manitoba. The program will also ensure long-term preservation and public use of these records.

WHO MAY APPLY: Non-profit community-based organizations and associations

CRITERIA: In order to receive grant assistance an applicant should provide that the project must be administered by the project authority of a non-profit community-based organization, association, or group.

Project must be completed within 1 year of date of assistance unless otherwise approved.

Applicants must provide the Department with original tape-recorded interviews and other required documentation.

Original tape-recorded interviews must be made available to the Provincial Archives of Manitoba.

Recording equipment must meet minimum standards as set by the grantor.

Equipment may be rented or purchased as a charge to the project.

LEVEL OF ASSISTANCE: The level of grant assistance will be based on project merit, demonstrated need and available funds.

Total amount of assistance not to exceed $7500.00

Projects north of 53° Parallel are eligible to receive $7750.00

Projects in remote communities are eligible to receive $8000.00

An initial payment of 60% will be paid within 12 weeks. Final 40% payment will be made upon submission of the following documentation to the Regional office:

- project report
- purchased equipment
- statement of actual costs substantiated by receipts

Successful applicants should agree to include a credit line for Manitoba Culture, Heritage and Recreation in their publicity or promotional material.

APPLICATION DEADLINE: September 30th. Annually

REMARKS: Guidelines and General Application Forms are also available in French.

CONTACT: Your regional office for application/information. See listing on page 38.

Provincial Archives of Manitoba
Manitoba Archives
200 Vaughan Street
Winnipeg, Manitoba
R3C 1T5
Phone: 945-3971

PROGRAM: **PROVINCIALLY-DESIGNATED HERITAGE BUILDING GRANT**

PURPOSE: To assist owners of provincially-designated heritage buildings in the restoration/stabilization/preservation/ rehabilitation of these buildings.

WHO MAY APPLY: Owner of a provincially-designated heritage building or the holder of a long-term lease (minimum 10 years beyond date of application) for the property providing written permission from the building owner is obtained.

CRITERIA: Only work to buildings designated by the province under the Heritage Resources Act are applicable to this grant program. Applicants must provide a copy of a validated heritage permit from the Historical Resources Branch, and copies of any other validated licenses or permits (such as a municipal building permit) that may be required.

Eligible project costs include:

1. Obtaining initial professional advice, cost estimates, and preparing design drawings and/or contract documents directly associated with the preservation of the designated building;

2. Work required to restore, stabilize, preserve, or rehabilitate the original structural or architectural features of the building;

3. Purchasing, installing, or repairing the electrical or mechanical systems providing the work is essential to the preservation of the designated building and will not detract from the building;

4. Developing the grounds of a designated building where, in the opinion of the Department, this is necessary; and/or

5. Installing access facilities for the handicapped.

All eligible work must be sympathetic to the heritage value of the designated site and will be subject to approval by the Department on this basis.

LEVEL OF ASSISTANCE: Grants will be available up to $75,000 for each designated site in one year on a 50% Department, 50% applicant, basis. Value of volunteer labour and donated materials and equipment may be included as part of the applicant's share. Up to 60% of the applicant's share may be obtained from other federal, provincial, municipal or private sources.

APPLICATION DEADLINE: Prospective applicants should contact the Historic Resouces Branch in Winnipeg at 945-5809 at the early project planning stage to ensure that their proposed work will be eligible under the grant program. There is no application deadline and applications will be reviewed on a continuous basis.

CONTACT: Regional Offices for applications/information. See listing page 38.

PROGRAM: **PUBLIC EVENTS SPONSORSHIP**

1. Single Events
2. Subscription Series
3. Series of Single Events

PURPOSE: To assist rural, northern and remote community-based organizations to host a broad range of public cultural and heritage events and activities.

To stimulate interest in and develop audiences for artists, performing companies, exhibitions, lectures and readings across the province.

WHO MAY APPLY: Manitoba cultural councils, art galleries, archives, libraries, recreation commissions, arts festivals, multi-cultural societies, museums, service clubs, municipal organizations, comites culturels, band councils, and other public arts, cultural and heritage organizations may apply.

Organizations resident in the City of Winnipeg are not eligible for assistance.

CRITERIA: These programs must not duplicate the assistance provided for events by other provincial departments and agencies.

Applications must be submitted or sponsored by non-profit community-based organizations.

Applications will not be considered for events which occurred prior to the submission of the application.

Applications must be submitted on forms provided by the department.

Applications must be submitted to the regional office a minimum of 60 days prior to the event.

LEVEL OF ASSISTANCE: **SECTION I: PERFORMING ARTS - FOR SINGLE EVENTS INCLUDING PUBLIC CULTURE/HERITAGE EXHIBITIONS AND PUBLIC READINGS/LECTURES.**

<u>Performing Arts - For Single Events</u>

1. Sponsors south of the 53° parallel:

Manitoba artists/companies - 50% of fees to a maximum of $1,000.00.

Others (with priority to Canadian artists/companies - 30% of fees to a maximum of $600.00

2. Sponsors north of the 53° parallel:

Manitoba artists/companies - 50% of fees to maximum of $1,100.00.

Others (with priority to Canadian artists/companies) 30% of fees of a maximum of $700.00.

3. Remote Communities:

Manitoba artists/companies - 75% of fees to a maximum of $1,100.00

Others (with priority to Canadian artists/companies - 50% of fees to a maximum of $750.00

(Travel costs for performing artists should be included in the artist's fees).

Public Culture/Heritage Exhibitions

Assistance to sponsors of public art, cultural or heritage exhibitions will not exceed 70% of local exhibition costs and shipping costs to and from rural, northern and remote communities to a maximum of:

$750.00 for communities south of the 53° parallel
$850.00 for communities north of the 53° parallel
$1,000.00 for remote communities

Public Readings/Lectures

Assistance to sponsors of public readings and lectures relating to culture and heritage, will not exceed the costs of fees and travel, at provincial government rates where otherwise not supported, to a maximum of:

$750.00 for communities south of the 53° parallel
$850.00 for communities north of the 53° parallel
$1,000.00 for remote communities

SECTION II: PERFORMING ARTS - SUBSCRIPTION SERIES

Series must include a minimum of 3 concerts, sold on a subscription basis. Include travel costs in the artist's fees.

Maximum annual assistance per subscription series:

No. of Concerts	South of 53°	North of 53°	Payment
3 concerts	$2,500.00	$3,000.00	50% up front; break even plus 50% of committed balance
4 concerts	$3,000.00	$3,600.00	50% up front; surplus allowed
5 concerts	$3,500.00	$4,200.00	50% up front; surplus allowed
6 concerts	$4,000.00	$4,800.00	50% up front; surplus allowed

SECTION III: PERFORMING ARTS - SERIES OF SINGLE EVENTS

A series of single events must include a minimum of 3 concerts. Include travel costs in the artist's fee.

Maximum annual assistance per series of single events:

No. of Concerts	South of 53°	North of 53°	Payment
3 concerts	$2,250.00	$2,700.00	50% up front; deficit funding only.

APPLICATION DEADLINE: Applications should be completed on appropriate department forms and submitted to the area regional office a minimum of 60 days prior to the projected date of the first event of the series.

Notification of grant decision will be given within 30 days of receipt of the application by the regional office.

CONTACT: Your Regional office for application/information. See listing on page 38.

PROGRAM: **RECREATION DISTRICT GRANTS**

PURPOSE: To assist communities, municipal corporations and school divisions in developing and implementing programs by hiring a full-time Recreation Director.

WHO MAY APPLY: Three or more municipal corporations and surrounding school divisions in the Westman, Interlake, Eastman, Central and Parkland regions.

LEVEL OF ASSISTANCE: The annual grant to districts is based on the number of participating municipal corporations, population, population density, and total assessment. The formula is:

1. A $2,000 basic grant.
2. A $1,000 grant for each participating municipal corporation.
3. A $1,000 grant for a district with a population of more than 10,000 people.
4. A $1,000 grant for a district with an average population density of less than 10 people per square mile.
5. A grant based on the total assessment of the district;
   - $3,000 for an assessment of 0 - 10 million
   - $2,000 for an assessment of 10 - 20 million
   - $1,000 for an assessment of 20+ million.
6. A $1,000 grant for an agreement with a school division.

APPLICATION DEADLINE: On-going.

REMARKS: By pooling resources, districts are able to hire full-time Recreation Directors to co-ordinate recreation programs.

CONTACT: Regional Office for application/information.

See page 38 for listings.

PROGRAM: **REGIONAL JURIED ART SHOWS**

PURPOSE: To allow community arts, culture and heritage organizations to co-operate in sponsoring regional juried art shows.

WHO MAY APPLY: Applications must be submitted by non-profit community-based/region-based organizations.

CRITERIA: Funding under this program will be limited to one juried art show per region per year.

Priority will be given to organizations which have previously sponsored, or which sponsor on a regular basis a regional juried art show.

Applications will not be considered for events which occurred prior to the submission of the application.

Organizations resident in the City of Winnipeg are not eligible for assistance.

Publicity or promotional material for activities funded under the program will include a credit line for Manitoba Culture, Heritage and Recreation.

LEVEL OF ASSISTANCE: The level of assistance will be determined by applying the program criteria on the basis of the availability of program funds and recognition of regional levels of development.

The level of assistance will be 50% of eligible costs to a maximum of:

$2,000.00 - south of the 53° parallel
$2,500.00 - north of the 53° parallel

50% of the grant will be paid upon approval of the grant.

The balance of the grant will be disbursed upon submission of an evaluation report and receipts for the event.

Should no evaluation be received within 60 days of the event, it will be taken for granted that the balance of the grant awarded is not required.

APPLICATION DEADLINE:

Applications must be submitted on forms provided by the department and must be complete in all respects.

Under normal circumstances applications must be submitted to the appropriate regional office of the Department a minimum of 60 days prior to the projected date of the event.

Applicants will be notified by the Department of their grant decision within 30 days after receipt of the application by the regional office.

REMARKS: The Manitoba Arts Council also offers assistance for Juried Art Shows.

CONTACT: Your regional office for applications or information. See listing on page 38.

PROGRAM: **RURAL LIBRARY ESTABLISHMENT GRANTS**

PURPOSE: In order to increase the number of Manitobans with access to local library services, the Province pays an establishment grant in respect of any municipality establishing library service for the first time under Part II or Part III of The Public Libraries Act. $5,000.00 is awarded in respect of each new participating municipality. $4,000.00 of that sum must be spent on books.

To ensure that a basic book collection is available for the use of the residents of a municipality establishing library service for the first time.

To encourage the formation of larger and more efficient library systems.

WHO MAY APPLY: Public library boards established under Part II or Part III of the Public Libraries Act may apply for an establishment grant.

CRITERIA: Public library boards established under Part II or Part III of The Public Libraries Act may apply for an establishment grant.

The library board is eligible for an establishment grant on the next April 1 following the passing of the library by-law. As provided in Manitoba Regulation 153/83, application for an establishment grant is made by letter of the library board chairperson, accompanied by:

1. A certified copy of the library by-law following its third reading by the municipality;

2. A list of the board members and their addresses; and

3. In the case of a regional library, a certified copy of the agreement.

The by-law and draft agreement must be submitted for the approval of the Minister of Culture, Heritage and Recreation and the authorization of the Municipal Board before passing the by-law and signing the agreement.

LEVEL OF ASSISTANCE:

An establishment grant of $5,000.00 will be paid in respect of any municipality establishing library service for the first time.

At least $4,000.00 of each $5,000.00 grant must be spent on the purchase of books during the first two years of library operation by the new municipality or municipalities.

APPLICATION DEADLINE:

The establishment grant to a library will normally be paid at the same time as the operating grant is paid, following April 1 of each year.

REMARKS:

Municipalities seeking to establish library service will be encouraged to join an existing library system rather than creating an independent system.

Assistance with establishment procedures is available from Public Library Services branch, telephone 1-945-6460.

CONTACT:

Director
Public Library Services
Manitoba Culture, Heritage and Recreation
139 Hamelin Street
Winnipeg, Manitoba
R3T 4H4
Phone: 945-6460

PROGRAM: **RURAL LIBRARY OPERATING GRANTS**

PURPOSE: The purpose of this program is to provide financial assistance for the annual costs of the operation of libraries established under The Public Libraries Act. Assistance is based on population, equalized assessment and municipal funding for the library, with calculations done separately for each participating municipality.

The objectives of the formula delineated in Manitoba Regulation 153/83 are threefold:

1. To provide for equitable sharing by the province and municipalities of the costs of library service;

2. To mitigate the effects on library service of economic disparities between municipalities; and

3. To encourage and reward municipal commitment to library service.

The intent of the program is to support improvements to the quality and the scope of library service in rural Manitoba.

WHO MAY APPLY: Public library boards established under Part II or Part III of the Public Libraries Act may apply for an annual operating grant under this program.

CRITERIA: Applications for operating grants are mailed annually in January to the Chairperson of each library board established under Part II or Part III of The Public Libraries Act.

Applications for operating grants are processed after April 1 of each year and after the following documents have been received:

1. a proposed budget for the current year;

2. the annual report for the preceding year; under The Public Libraries Act, this is required by January 31 annually; and

3. an audited financial statement for the preceding year.

LEVEL OF ASSISTANCE:

A basic grant to match municipal funding for the library to a maximum of: $4.25 per capita, based on the population of the municipality as set out annually at May 31 of the preceding year by the Minister of Municipal Affairs pursuant to section 4 of The Unconditional Grants Act; plus

An equalization grant to match the shortfall in those municipalities where a levy of 1.35 mills against the equalized assessment generates less than $4.25 per capita; plus

An incentive grant to match the amount by which a municipality exceeds 1.35 mills against the equalized assessment in its funding for the library, to a maximum of $1.00 per capita.

Payments are based on the proposed municipal funding for the current year, and are adjusted, if need be, in the subsequent year when the actual municipal funding can be verified in the audited statement.

REMARKS:

For purposes of this program, annual operating costs include those related to staff, library material, utilities, maintenance, stationary, postage and programs. Shelving, computers, equipment and furniture are also eligible operating costs. The acquisition, construction and/or installation of physical assets related to the structure of a library facility, and the purchase of vehicles and bookmobiles are not included.

Grants will be processed for payment upon completion of criteria and after April 1 each year.

Provincial operating grants and the municipal funding used to generate annual provincial operating grants cannot be used to accumulate a surplus, and cannot be used as the local share towards a matching capital grant.

CONTACT:

Director
Public Library Services
Manitoba Culture, Heritage and Recreation
139 Hamelin Street
Winnipeg, Manitoba
R3T 4H4
Phone: 945-6460

PROGRAM: **SKILLS TRANSFER**

PURPOSE: To assist rural, northern, and remote community-based organizations for costs related to exposure and instructor training workshops and internships. Ongoing classes are ineligible and should be funded through community effort.

To promote the exchange of skills and expertise between individuals.

To encourage the development of instructor and leadership skills at the local level.

To encourage communities to identify and plan for their training needs.

WHO MAY APPLY: Rural and Northern Manitoba non-profit community-based organizations

CRITERIA: Applications must be submitted or sponsored by non-profit community-based organizations.

Applications will not be considered for events which occurred prior to the submission of the application.

LEVEL OF ASSISTANCE: The level of assistance will be determined by applying the program criteria on the basis of the availability of program funds and recognition of regional levels of development.

a) Local Resource Person: The level of assistance for events where a local resource person is available in the community will not exceed 50% of fees/honoraria to a maximum of $500.00.

b) Outside Resource Person: The level of assistance for events where a resource person is not available in the community will not exceed 50% of fees/honoraria to a maximum of $500 plus transportation costs based on provincial government rates.

c) Residencies/Internships: In the case of residencies and internships, the candidates will be eligible to receive a per diem of $25.00 to a maximum of $500.00, plus transportation costs based on provincial government rates.

Applications which entail an internship component at a heritage, cultural or other institution should include a brief description of the expertise being sought, where, and the duration of the course of study. This information should also be submitted to the institution where the skill transfer is to take place. An appropriate official of the institution or organization should indicate in writing that the internship can be undertaken as outlined by the applicant, and this letter should accompany the Skills Transfer application form to the appropriate regional office.

Assistance to attend conferences is ineligible under this program.

APPLICATION DEADLINE: Applications must be submitted a minimum of 60 days prior to the project date.

REMARKS: Under normal circumstances applicants will be notified of their grant decision within 30 days of receipt of the application.

Grants are paid after the activity takes place.

CONTACT: Regional Office for application/information. See listing on page 38.

PROGRAM: **TRAVELLING LIBRARIES**

PURPOSE: Public Library Services Branch loans blocks of books to communities where there are at least six interested individuals and where there is a volunteer custodian to be responsible for housing and circulation of the books.

WHO MAY APPLY: Rural communities with at least 6 interested persons and a volunteer custodian.

CRITERIA: Travelling libraries must be provided with public access.

They must not be kept in a school and used only during school hours.

LEVEL OF ASSISTANCE: Freight charges both ways are paid by the Public Library Services Branch.

CONTACT: Manitoba Culture, Heritage and Recreation
Public Library Services
Travelling Libraries
139 Hamelin Street
Winnipeg, Manitoba
R3T 4H4
Phone: 945-6452

MANITOBA CULTURE, HERITAGE AND RECREATION

REGIONAL SERVICES DIVISION

The Regional Services Division provides community-level access to all of the programs, grants and services of the Department, and is responsible for delivery of sport and fitness programs on behalf of Manitoba Health. The following services are available through eight regional offices in rural and northern Manitoba.

CONSULTATIVE SERVICES: to provide a community development, consultative service and delivery system for all programs of Manitoba Culture, Heritage and Recreation, and for sport and fitness programs of Manitoba Health.

COMMUNITY DEVELOPMENT

Leadership Training: to support training events which develop leadership skills in culture, heritage, recreation, sport and fitness.

Activities Assistance: to assist community district and regional organizations to initiate new and/or expanded activities.

Exposure: to facilitate public education and information exchange through conferences, demonstrations or available medium at the local level, including community cable television, newspapers and radio, and regional newsletters.

MANITOBA CULTURE, HERITAGE AND RECREATION

REGIONAL SERVICES DIVISION

WINNIPEG	401 - 177 Lombard Ave. Winnipeg, Manitoba R3B 0W5 PHONE: 945-4473	Bobbie dePencier, Director. Jim Hamilton, Assistant-Director.
WESTMAN	340-9th Street Brandon, Manitoba R7A 6C2 PHONE: 726-6066	Chris Moore Regional Manager. Bob Ash, Regional Consultant.
EASTMAN	31 - 1st Street, Beausejour, Manitoba R0E 0C0 PHONE: 268-1411 ext. 207	Terry Hoover Regional Manager. Dick Weibel, Regional Consultant.
CENTRAL	Box 1750, Morden, Manitoba R0G 1J0 PHONE: 822-5418	Regional Manager. Bob Genoway, Regional Consultant.
INTERLAKE	Box 1519, Gimli, Manitoba R0C 1B0 PHONE: 642-5155	Dave Cain, Regional Manager. Jocelyn Renooy, Regional Consultant.
PARKLAND	27 - 2nd Avenue, S.W. Dauphin, Manitoba R7N 3E5 PHONE: 638-9111	Elmer Billows, Regional Manager. Garry Dixon, Regional Consultant.
NORMAN	59 Elizabeth Drive, Thompson, Manitoba R9N 1X4 PHONE: 778-4411	Donna Henry Regional Director. Sam Antila, Regional Consultant.
	Box 2550, The Pas, Manitoba R9A 1M4 PHONE: 623-6411	Senior Consultant. Richard Hart, Regional Consultant.
	Room 204, 143 Main St. Provincial Bldg. Flin Flon, Manitoba. R8A 1K4 PHONE: 687-3728	Regional Consultant.

MANITOBA BUSINESS DEVELOPMENT & TOURISM

INTRODUCTION

The federal and provincial governments recognize the tremendous potential for growth in the tourism industry in Manitoba. They're committed to helping Manitoba's tourism industry move into the world market confidently, with first-class products and services.

The new Canada-Manitoba Subsidiary Agreement for Tourism Development has been designed in consultation with the tourism industry, to stimulate major tourism development over the next five years, to March 31, 1990. Under this Agreement, four DESTINATION AREAS have been designed as a focus for clustered development:

Eastern Precambrian region

Lake Winnipeg Beaches/Hecla region

Winnipeg, and

Riding Mountain/Duck Mountain region

This agreement is also designed to encourage the development of four SPECIALTY AREAS.

Sports angling

Wilderness adventures

Naturalist self-education, and

Convention, meeting and incentive travel markets.

Under the new agreement on tourism development, seven programs have been designed to stimulate the tourism industry to launch bold new initiatives for Manitoba. The following CRITERIA will be used to evaluate proposals for assistance under the seven programs of the Tourism Development Agreement.

CRITERIA FOR PROJECT ELIGIBILITY

Proposed projects must facilitate the development or marketing of one or more of the 4 tourism DESTINATION AREAS.

Alternatively, a project may be eligible for assistance if it is designed to develop or market products that fall within one of the 4 SPECIALTY AREAS.

To be eligible for assistance, a development or marketing project must focus on products that demonstrate the potential to attract visitors from interprovincial and/or international markets.

Projects must focus on quality products, that will be competitive on the international/inter-provincial markets in order to be eligible.

Product differentiation is a key principle of the Agreement. Projects should express themes that complement Manitoba's historical, cultural, and/or natural resource strengths.

PROGRAM: **MARKETING EXPANSION**

PURPOSE: The objective of this program is to expand the interprovincial and international markets for travel to Manitoba. Projects will focus on one or more of the four destination areas, or on one of the four specialty markets; and marketing must be directed towards interprovincial and/or international markets.

WHO MAY APPLY: Proposals will be received from the private sector, public sector and non-profit tourism organizations.

CRITERIA: Please see introduction.

LEVEL OF ASSISTANCE: A non-repayable grant of up to 50% of first-year incremental costs is available for approved projects undertaken by the private sector. Where the project is undertaken by a consortia or group of businesses and organizations, then up to 100% of the eligible "common benefit" costs of an approved project is available.

REMARKS: Activities eligible for assistance under this program will include:

1. The development and marketing of new package tours to Manitoba
2. Participation in travel trade or consumer marketplaces
3. Co-operative advertising
4. Travel trade familiarization
5. The marketing of meetings, conventions and major special events
6. Activities that will improve the marketing skills of Manitoba tourist operators
7. Improvements to Manitoba's tourist information system.

CONTACT: Canada-Manitoba Tourist Agreement Office
Box 90, 155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Phone: (204) 945-5890

PROGRAM: **TOURISM RESORTS, ATTRACTIONS AND FACILITIES**

PURPOSE: This program emphasizes the development or expansion of major private sector resorts, attractions and related facilities in the four DESTINATION AREAS, (see introduction) as well as the four SPECIALTY AREAS. In addition, the public sector and municipalities may apply for infrastructure support of specific private sector developments.

WHO MAY APPLY: Private sector, municipalities, non-profit tourism organizations.

CRITERIA: Please see introduction.

LEVEL OF ASSISTANCE: The minimum project size for new development is $500,000 in capital costs and the minimum project size for expansion of existing facilities is $150,000. Private sector incentive assistance for approved projects is available for up to 50% of eligible costs. Of this, up to 25% of eligible costs may be in the form of a forgivable loan. For approved public sector or municipal infrastructure projects, assistance will vary depending upon the funding capabilities of the municipality and will be available only where the infrastructure is in support of a private sector project with total capital costs in excess of $500,000.

CONTACT: Canada-Manitoba Tourism Agreement Office
Box 90, 155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Phone: 945-5890

PROGRAM: **WINNIPEG ATTRACTIONS**

PURPOSE: The purpose of this program is to provide incentive for the development of new major attractions in Winnipeg and for the expansion of existing major attractions.

WHO MAY APPLY: Proposals will be received from the private sector, the public sector and non-profit tourism organizations.

CRITERIA: The minimum project size will be $1,000,000 in total capital costs for new development and $500,000 for expansion of an existing attraction.

Please see introduction for further criteria.

LEVEL OF ASSISTANCE: Approved projects undertaken by the federal or provincial governments may receive assistance of up to 100% of eligible costs in the form of a non-repayable contribution. Approved projects undertaken by the City of Winnipeg or by not-for-profit tourism organizations may receive a non-repayable contribution of up to 80% of eligible costs. Approved projects undertaken by the private sector may receive loan assistance for up to 50% of eligible costs (up to 25% of eligible costs may be in the form of a forgivable loan to a maximum of $500,000).

CONTACT: Canada-Manitoba Tourism Agreement Office
Box 90, 155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Phone: 945-5890

PROGRAM: **RURAL ATTRACTIONS**

PURPOSE: This program is designed to stimulate the development of major new attractions, or expansion of existing attractions in the four DESTINATION AREAS. Proposals will also be received for development or expansion of attractions serving the SPECIALTY MARKETS in any rural area.

WHO MAY APPLY: Proposals will be received from the private sector, municipal authorities and non-profit tourism organizations.

CRITERIA: The minimum project size will be $500,000 in capital costs for new development and $250,000 in capital costs for expansion of an existing attraction.

For further criteria, please see introduction.

LEVEL OF ASSISTANCE: In the case of approved projects undertaken by the provincial or federal governments, a non-repayable contribution of up to 100% of eligible costs may be available. For approved projects undertaken by municipal governments or non-profit tourism organizations, a non-repayable contribution may be available for up to 80% of eligible costs.

CONTACT: Canada-Manitoba Tourism Agreement Office
Box 90, 155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Phone: 945-5890

PROGRAM: **TOURISM EVENTS**

PURPOSE: This program is designed to support the organization, development and marketing of major new recurring tourism events in Manitoba, as well as supporting expansion of existing major recurring events.

WHO MAY APPLY: Proposals will be received from the public sector, non-profit tourism organizations and from the private sector.

CRITERIA: Please see introduction.

LEVEL OF ASSISTANCE: For the development of major new recurring events initiated by the public sector, approved projects may receive up to 100% of eligible costs as a non-repayable contribution. After start-up, continuing support will decline towards the goal that the event will become self-sufficient.

For expansion of existing major events or for new not-for-profit events, assistance of approved projects is normally for one time only and may be up to 80% of eligible costs in the form of a non-repayable contribution.

For projects proposed by the private sector, assistance will be for a one-time start-up period and may be up to 50% of eligible costs in the form of a non-repayable contribution.

CONTACT: Canada-Manitoba Tourism Agreement Office
Box 90, 155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Phone: 945-5890

PROGRAM: **INDUSTRY PRODUCTIVITY ENHANCEMENT**

PURPOSE: The purpose of this program is generally to improve the productivity of Manitoba's tourism industry. Activities eligible to receive support under this program will be aimed at the development of human resources; improvement of operating standards and systems; and adoption of new products and technology.

WHO MAY APPLY: Proposals will be received from the private sector, the public sector or from the tourism industry association.

CRITERIA: Please see introduction.

LEVEL OF ASSISTANCE: Assistance for approved projects of the federal and provincial governments will be up to 100% of eligible costs in the form of a non-repayable contribution. For approved projects of an industry association, up to 80% of eligible costs will also be in the form of a non-repayable contribution. This will normally be start-up assistance only. If assistance is required beyond the start-up year, it will be on a declining basis with the aim of self-sufficiency. Approved projects of the private sector may receive assistance of up to 50% of eligible costs in the form of a non-repayable contribution. This will normally be start-up assistance only.

CONTACT: Canada-Manitoba Tourism Agreement Office
Box 90, 155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Phone: 945-5890

PROGRAM: **ADMINISTRATION, STRATEGIC RESEARCH, PLANNING, EVALUATION AND PUBLIC INFORMATION**

PURPOSE: This program covers the general administration costs and public information costs of the Agreement, as well as program evaluation activities. Proposals will also be received under this program for strategic research or planning activities, market assessments, or preparation of financial prospect and investment sourcing.

WHO MAY APPLY: Proposals will be received from the public sector, non-profit tourism organizations and from the private sector.

CRITERIA: Please see introduction.

LEVEL OF ASSISTANCE: Assistance will be provided in the form of a non-repayable contribution. In the case of approved projects undertaken by the provincial and federal governments, assistance may be provided for up to 100%; for non-profit organizations, assistance may be provided for up to 80% of eligible costs; and projects undertaken by the private sector may receive up to 50% of eligible costs.

CONTACT: Canada-Manitoba Tourism Agreement Office
P.O. Box 90, 155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Phone: 945-5890

MANITOBA EDUCATION

PROGRAM: **GRANTS FOR ADULT EDUCATION COURSES**

PURPOSE: To provide assistance to school divisions to conduct adult education classes in the areas of academic upgrading and occupational preparation/upgrading.

WHO MAY APPLY: Community groups may apply to their school division for assistance.

CRITERIA: Each school division has the option of participating in the provincial program.

Participating school divisions maintain an adult continuing education committee to make recommendations with respect to local needs.

Participating school divisions submit an annual program plan prior to November 1, for the following January - December period.

LEVEL OF ASSISTANCE: Courses included in the program plan and approved by the Minister of Education may be eligible for a grant at a rate of either $10.00 or $6.00 per hour of instruction, depending upon the program category.

Rural school divisions are eligible for a matching grant for approved courses for the use of facilities.

APPLICATION DEADLINE: September 15th.

CONTACT: Your local school division, or

Coordinator, Continuing Education
Adult & Continuing Education Branch
410 - 185 Carlton Street
Winnipeg, Manitoba
R3C 3J1
PHONE: 945-6193.

MANITOBA EMPLOYMENT SERVICES & ECONOMIC SECURITY

PROGRAM: **EMPLOYABILITY ENHANCEMENT FOR SOCIAL ASSISTANCE RECIPIENTS**

PURPOSE: To establish or expand employment initiatives that will assist social assistance recipients secure permanent employment. The following four programs are operating as part of this agreement.

1. Job Transition for Youth: provides young people 18 to 24 years of age with life skills training, educational upgrading and work experience leading to permanent employment.

2. Employment Access for the Disabled: provides disabled persons with vocational training and work experience leading to permanent employment.

3. Single Parent Job Access - provides training and work experience placements for single parents while also assisting with child care and work-related expenses.

4. Municipal Project: provides employment through projects of a general community betterment nature.

WHO MAY APPLY: Employers - non-profit/community organizations and business and larger institutions.

Employees - must be social assistance recipients

CRITERIA: All employers must be located in Manitoba and in full operation three months prior to program application.

LEVEL OF ASSISTANCE: The level of assistance varies depending upon the program.

APPLICATION DEADLINE: Varies according to each program.

CONTACT: Manitoba Employment Services and Economic Security. See page 55 for listing of offices.

PROGRAM: **NEWCOMER SERVICES SUPPORT PROGRAM**

a) Settlement Materials and Project Development
b) Community Development Projects
c) Settlement and Adaptation Research

PURPOSE: To support and encourage innovative newcomer orientation and settlement efforts of non-governmental organizations in Manitoba.

WHO MAY APPLY: Incorporated, non-profit, non-governmental organizations or individuals or groups supported by an incorporated non-profit organization.

CRITERIA: Applications are reviewed on a first-come first-served basis. However, Manitoba Immigration and Settlement Services reserves the right to rank applications according to established priorities. Therefore, approval will not be granted solely on the basis of meeting the eligibility criteria.

Sponsors may be required to enter into a contractual agreement with the Department of Employment Services and Economic Security.

Separate financial records must be kept on approved projects.

Written and/or audio-visual materials developed using grant monies must include a credit line for Manitoba Employment Services and Economic Security. Such items will remain the property of the Manitoba Government.

LEVEL OF ASSISTANCE: Up to 100% of new project costs to a maximum of $5,000.00 will be eligible for funding.

Grants are awarded based on the availability of funding.

Capital costs and operation costs are not eligible for funding.

APPLICATION DEADLINE: Written project proposals are accepted on an on-going basis.

CONTACT:

Manitoba Employment Services and Economic Security
Immigration and Settlement Services
Main Floor - 114 Garry Street
Winnipeg, Manitoba
R3C 1G1
Phone: 945-2800

PROGRAM: **NORTHERN YOUTH CORPS**

PURPOSE: To create meaningful and varied summer employment opportunities for up to seven weeks in length for students/unemployed youth ages 15 to 24 throughout Northern Manitoba.

To provide northern projects with the opportunity to sponsor, plan, develop, implement and complete various approved summer work projects of a community improvement nature.

To provide technical staff assistance as needed and agreed to financial support to project sponsors to ensure the satisfactory achievement of the objectives and operating plans.

WHO MAY APPLY: Chiefs and Councils of Indian Bands, Mayors and Councils of Northern communities, cities, towns or other non-profit organizations within the Northern Affairs boundary may apply.

CRITERIA: Project proposals must clearly provide for community improvement and be of a non-profit nature. They should also give students/unemployed youth varied, meaningful and educational jobs.

All projects must be to the benefit of a community as a whole.

The projects should employ a minimum of one or a maximum of six youth/students and one adult supervisor if needed.

LEVEL OF ASSISTANCE: Students/Youth are paid at the rate of $4.70/hour and supervisors at $7.00/hour, 40 hours per week maximum.

APPLICATION DEADLINE: Application deadline was May 13, 1988.

CONTACTS: Thompson Region
Northern Employment Support Services
2nd Floor, 23 Station Road
Thompson, Manitoba
R8N 1X4
Phone: 778-4411 (ext. 600)

CONTACTS
CONT'D:

Leaf Rapids Region
Box 160, Town Centre
Leaf Rapids, Manitoba
R0B 1W0
Phone: 473-2425

The Pas Region
Box 2850, Otineka Mall
The Pas, Manitoba
R9A 1M6
Phone: 623-6444

Flin Flon Sub-Office
Box 267, 127 Main Street
Flin Flon, Manitoba
R8A 1K2
Phone: 687-4014

Lake Winnipeg Region
1005 - 401 York Avenue
Winnipeg, Manitoba
R3C 0P8
Phone: 945-4926

PROGRAM: **PROGRAM RECOGNITION**

PURPOSE: This program offers wage assistance to private sector employers who are willing to create new, permanent positions in the following professional or technical skill areas: engineering and science, product development and design, technology adaptation, international trade, human resource management, production/operation management, marketing and finance. Positions created in other areas that achieve the objectives of the program will be considered.

Assists newcomers who have professional and/or technical qualifications obtained outside Canada to obtain meaningful Canadian work experience and to achieve accreditation in their chosen occupation.

WHO MAY APPLY: Employers - Any business registered and operating in Manitoba who can create a permanent position in one of the target areas.

Employees - Immigrants or recently naturalized Canadians whose post-secondary education has been completed outside of Canada but whose credentials are not formally recognized in Manitoba.

CRITERIA: The new position created must be filled by a landed immigrant or recently naturalized Canadian whose post-secondary education has been completed outside of Canada but whose credentials and previous work experience are not formally recognized in Manitoba.

LEVEL OF ASSISTANCE: The program offers wage assistance of up to $8,640.00 for a one year period to small or medium-sized Manitoba businesses in the professional and technical areas.

APPLICATION DEADLINE: On-going.

CONTACT: Manitoba Employment Services and Economic Security
Immigration and Settlement Services
Main Floor - 114 Garry Street
Winnipeg, Manitoba
R3C 1G1
Phone: 945-4218

MANITOBA EMPLOYMENT SERVICES AND ECONOMIC SECURITY

EMPLOYMENT SERVICES OFFICES

Winnipeg
1009-401 York Avenue
Winnipeg, Manitoba
R3C 0P8
Phone: 945-4959 or 945-3914

West-Man North
P.O. Box 1295, 531 Princess Avenue
Brandon, Manitoba
R7A 6N2
Phone: 725-3086

Leaf Rapids
P.O. Box 160, Town Centre
Leaf Rapids, Manitoba
R0B 1W0
Phone: 473-2425

South Central
Civic Centre, P.O. Box 2080
Winkler, Manitoba
R0G 2X0
Phone: 325-4385

Parklands
21 - 2nd Avenue, N.E.
Dauphin, Manitoba
R7N 0Z5
Phone: 638-8845

The Pas
P.O. Box 2850, Otineka Mall
The Pas, Manitoba
R9A 1M6
Phone: 623-6444

East-Man
Room 221 - 323 Main Street
P.O. Box 3490
Steinbach, Manitoba
R0A 2A0
Phone: 326-1333

Thompson
P.O. Box 25, Provincial Bldg.
59 Elizabeth Road
Thompson, Manitoba
R8N 1X4
Phone: 778-4411 (ext. 600)

West-Man South
P.O. Box 730, Kilman Block
411 Broadway Avenue
Killarney, Manitoba
R0K 1G0
Phone: 523-8120

Lake Winnipeg Region
1005 - 401 York Avenue
Winnipeg, Manitoba
R3C 0P8
Phone: 945-4926

Churchill
P.O. Box 178, Bayport Plaza
Churchill, Manitoba
R0B 0E0
Phone: 675-8841

Interlake
P.O. Box 70
Teulon, Manitoba
R0C 3B0
Phone: 886-3325

MANITOBA ENERGY & MINES

PROGRAM: **BUSINESS/COMMUNITY CHEC LOAN PROGRAM**

PURPOSE: A financial assistance program designed to help businesses and community institutions reduce their energy costs by funding cost-effective building retrofit and other measures that save energy.

WHO MAY APPLY: Any Manitoba small business, institution, or non-profit organization whose building was constructed before January 1, 1985.

Applicants must own the building or submit confirmation of the owner's approval.

CRITERIA: An energy audit of your building is required. Manitoba Energy and Mines will do a free energy audit of your building.

Audit report showing potential savings of at least 20% and a payback period of 5 years or less.

Written quotations for the work to be undertaken.

Work must be completed within 120 days of formal approval.

LEVEL OF ASSISTANCE: A maximum loan of $32,000.00 at existing government interest rate or 80% of the cost of the energy retrofit, whichever is less. The minimum loan is $3,000.00.

The maximum term of the loan is five years. The balance may be repaid at any time without penalty.

APPLICATION DEADLINE: Applications for a Business/Community CHEC Loan will be accepted at any time, subject to the availability of funds. You should schedule your free energy audit first.

CONTACT:

The Manitoba Energy and Mines Info Centre
555 - 330 Graham Avenue
Winnipeg, Manitoba
R3C 4E3

Telephone: 945-4154
Toll Free: 1-800-282-8069

PROGRAM: **THE ENERGY BUS PROGRAM**

PURPOSE: On-site energy audits for businesses and community organizations throughout the province. The goal is to improve energy efficiency and reduce energy costs in both Manitoba's private and public sector.

WHO MAY APPLY: Any Manitoba small business, institution or non-profit community organization.

LEVEL OF ASSISTANCE: This is a free service provided by Manitoba Energy and Mines.

APPLICATION DEADLINE: On-going. Application forms are available from the contact listed below.

REMARKS: The Energy Bus audit team will provide you with the facts on your operation's energy use and where savings can be made. You will be advised as to how to initiate an energy management program tailored to your needs and financial status.

CONTACT:

The Manitoba Energy and Mines Info Centre
555 - 330 Graham Avenue
Winnipeg, Manitoba
R3C 4E3

Telephone: 945-4154
Toll Free: 1-800-282-8069

MANITOBA HEALTH - COMMUNITY SERVICES

PROGRAM: **VOCATIONAL REHABILITATION SERVICES FOR THE DISABLED IN MANITOBA**

PURPOSE: The Manitoba Vocational Rehabilitation Services program is designed to assist persons with disabilities (i.e. physically, mentally handicapped, post-mentally ill, blind, hearing impaired, learning disabled, alcoholic) to become employable and whenever possible, self-supporting. The purpose is to provide a comprehensive program for the vocational rehabilitation of disabled persons.

Services are provided by staff of the Department of Community Services and by rehabilitation agencies that have been designated to serve specific disability groups - Society for Manitobans with Disabilities Inc.; Canadian National Institute for the Blind; the Alcoholism Foundation of Manitoba and the Canadian Paraplegic Association.

Vocational programs are designed to meet the specific needs of handicapped persons. A wide variety of specialized services and community resources are used.

WHO MAY APPLY:

1) Individuals of 16 years of age or over.

2) The person has a disability which substantially limits his/her opportunity for regular employment in the labour market.

3) The disabling condition is verified by a medical doctor/psychological report and/or an evaluation.

Services are based on individual needs and include:

- Counselling
- Assessment
- Training
- Technical Aids
- Employment Placement

<u>Training</u>

Development of work skills or training for a career is provided in several ways.

1) Education or training can be provided at community college, trade school or university.

2) Rehabilitation workshops provide training in a variety of areas including development of appropriate work skills.

3) Training on-the-Job

For Training on-the-Job (T.O.J.), a contract is negotiated with an employer to provide training for which the employer is reimbursed up to 50% of the wages.

The maximum length of time for a T.O.J. is 12 months.

The time period should vary with the complexity of the job to be learned, the client's own limitations and the related training already completed by the client.

Employment Placement

Gainful employment is the goal toward which the rehabilitation program is directed. Counsellors maintain close contact with employers and the Canada Employment & Immigration Centres in order to help find suitable training and/or jobs.

How Vocational Rehabilitation Services are Obtained:

To apply for services, contact the local office of the Department of Community Services or the office of the specialized designated agency.

The handicapped person will meet with a counsellor to determine the eligibility and whether the person can benefit from the program.

CONTACT:

Interlake Region

Jim Kowalchuk, Stonewall	467-5535
Marg Woodcock, Selkirk	482-4511
Cathy Arnason, Gimli	642-5173
Pat Carter, Ashern	768-2585

Parkland Region

Bruce Nicoll, Dauphin	638-8848
Audrey Aitkin, Swan River	734-3436

Central Region

Al Cox, Portage la Prairie	857-9711
Ken Warkentin, Morden	822-4496

Thompson Region

Shirley Chase, Thompson	778-7371

Eastman Region

Greg Pierce, Beausejour	268-1411
Bob Loewen, Steinbach	326-1363

Westman Region

Bev Aberson, Brandon	728-7000

Norman Region

John Scott, Flin Flon	687-3457
Gertrude Lang, The Pas	623-6411

Winnipeg Region

Wpg. South Region -	233 Provencher Blvd.	945-8966
	2989 Pembina Hwy.	945-8933
	Bldg. 3, Tuxedo Blvd.	945-7323
Wpg. North Region -	1400 Henderson Hwy.	945-8558
	1021 Court Avenue	945-8333
	108 Bond Street	945-8944
Wpg. West Central Region -	1-189 Evanson St.	945-6333
	1981 Portage Ave.	945-8911

Designated Rehabilitation Agencies

Society for Manitobans with Disabilities Inc.

Winnipeg - 825 Sherbrook Street, R3A 1M5 - Phone 786-5601
+ D.D. 774-2861
Brandon - 356-10th Street - Phone 1-800-282-8041

Canadian National Institute for the Blind

Winnipeg - 1080 Portage Avenue, R3G 3M3 - Phone 774-5421
Brandon - 356-10th Street, Phone 727-0631

Alcoholism Foundation of Manitoba

1041 Portage Avenue, Winnipeg, Manitoba, R3G 0R9
Phone 786-3831

Canadian Paraplegic Association

825 Sherbrook Street, Winnipeg, Manitoba, R3A 1M5
Phone 786-4753

MANITOBA HEALTH - SPORT DIRECTORATE

PROGRAM: **COACHES AND OFFICIALS DEVELOPMENT PROGRAM**

PURPOSE: This program is designed to assist sport and recreation agencies with the development of coaches and officials.

WHO MAY APPLY: Any non-profit sport or recreation organization in Manitoba.

CRITERIA: To be eligible for assistance the course must:

1. Be formally approved by the N.C.C.P. for coaching or N.S.G.B. for officiating.
2. Be taught by nationally approved and trained course conductors.
3. Have a minimum advance registration of 10 coaches or officials.
4. Be scheduled a minimum of 4 weeks in advance through the Sport Directorate.

LEVEL OF ASSISTANCE: It is only intended that the Sport Directorate assist the course host to the extent of not incurring a deficit.

CERTIFICATION CLINICS
Grants are available to assist sport in the development of theory and technical programs in coaching and officials certification (N.C.C.P.).

SEMINARS
Available to provincial and regional sport associations to host a major coaching and/or officials seminar each year. Funding up to $400 per year is available to bring in resource people.

TRAVEL ASSISTANCE FOR UPGRADING NOT AVAILABLE IN MANITOBA
Available to provincial sport associations to send coaches/officials to out-of-province upgrading opportunities not available in Manitoba. Maximum grant of $300 three times per year, per sport, per level.

COMMUNITY GENERAL SPORT SEMINARS

Available to regions or communities to host general sport seminars for coaching or officiating. Community seminar: $300 three times per year per region. Regional seminar: $400 once per year per region.

OFFICIALS ASSESSMENT

There are partial subsidies available to provincial sport associations to offset expenses of those officials certification programs which have an assessment component.

OFFICIATING

Assistance for officials' certification is presently available for 43 sports in Manitoba. The criteria and level of assistance is the same as N.C.C.P. courses.

APPLICATION DEADLINE: On-going program.

CONTACT: For theory courses:

Sport Directorate
205 - 379 Broadway Avenue
Winnipeg, Manitoba
R3C 0T9
Phone: 945-3535

For practical or technical courses, contact the sport directly at:

Sport Administration Centre
1700 Ellice Avenue
Winnipeg, Manitoba
R3H 0B1
Phone: 985-4000

PROGRAM: **FUNDING TO PROVINCIAL SPORT ASSOCIATIONS**

PURPOSE: To assist Provincial Sport Associations in the development of their programs throughout the province.

WHO MAY APPLY: The Sport Directorate will only recognize one Association per sport activity group that meet the required criteria.

CRITERIA: Member of the Manitoba Sports Federation.

Functions effectively as a non-profit organization in Manitoba under the Province of Manitoba Corporations Act.

Completes annual profile.

Meets criteria as outlined in the 1987/88 Sport Association application package.

Association funding should not be duplicated by other current programs available to the Association by other provincial government departments and the Manitoba Sports Federation.

LEVEL OF ASSISTANCE: The following areas are eligible for funding:

- Base Grant
- Provincial Championship
- Hospitality
- Provincial Team
- National Training Camps/ Training Centres
- Athlete Assistance
- Coaching/Officials Development
- Province of Manitoba University Athletic Scholarships

APPLICATION DEADLINE: March 1, 1989

REMARKS Sport Directorate Services and Programs:

1. Order of Sports Excellence
2. Pins
3. Golden Boy Medallions
4. Who's Who

CONTACT: Department of Health - Sport Directorate
205 - 379 Broadway Avenue
Winnipeg, Manitoba
R3C 0T9
Phone: 945-3535

PROGRAM: **REGIONAL SPORT ASSOCIATION PACKAGE**

PURPOSE: To assist regional associations in the development of programs throughout the region and in co-operation with the directorate and the recognized provincial sport association.

WHO MAY APPLY: Recognized Regional Sport Councils and Associations who are incorporated.

CRITERIA: The directorate will only recognize one association per region.

Association funding should not be duplicated under other current programs available to the association by other departments of the Province of Manitoba.

LEVEL OF ASSISTANCE: Funding will be allocated to the appropriate association based on the level of development and extent of the yearly plan submitted.

APPLICATION DEADLINE: The package must be submitted by March 1, 1989.

REMARKS: Regional Associations are eligible for assistance in the following areas: Base grant and regional program funding.

CONTACT: Manitoba Health-Sport Directorate
205 - 379 Broadway Avenue
Winnipeg, Manitoba
R3C 0T9
Phone: 945-3535

MANITOBA HIGHWAYS & TRANSPORTATION

PROGRAM: **TRANSPORTATION OF THE MOBILITY DISADVANTAGED IN RURAL MANITOBA**

PURPOSE: To assist communities that have taken the initiative in providing transportation services for mobility disadvantaged persons in rural Manitoba.

WHO MAY APPLY: One municipality acts as sponsor for the service. Other municipalities may join in with the sponsor.

CRITERIA: This program is intended to supplement capital and operating funds provided by municipalities, users, service clubs, and other sources.

LEVEL OF ASSISTANCE:

Start Up Grant

One-time grant of $6,000 to assist sponsors in the establishment of a new service and in defraying the costs during the initial operating period.

Operating Grant

37-1/2% of gross operating expenses, including depreciation to a maximum of $20,000 in any one calendar year.

Capital Grant

50% of the cost of approved capital expenditures to a maximum of $10,000.

APPLICATION DEADLINE: On-going program.

CONTACT:

Manager - Wes Graham
Transportation Programs Branch
15th Floor, 215 Garry Street
Winnipeg, Manitoba
R3C 3Z1
Phone: 945-2009

MANITOBA MUNICIPAL AFFAIRS

PROGRAM: CENTENNIAL GRANTS

PURPOSE: To provide assistance towards Centennial observances of a municipality.

WHO MAY APPLY: Any incorporated municipality or local government district by written application.

LEVEL OF ASSISTANCE: Grant is based on $2.00 per capita and is to be used to assist in the cost of projects approved by the Province.

APPLICATION DEADLINE: On-going program.

CONTACT:
Municipal Finance Officer
Municipal Advisory and Financial Services
6th Floor, 800 Portage Avenue
Winnipeg, Manitoba
R3G 0N4
Phone: 945-2573

PROGRAM: **PLANNING DISTRICT DEVELOPMENT PLAN**

PURPOSE: To provide assistance to a newly formed Planning District (and to its member municipalities) in meeting the cost of preparing a District Development Plan.

WHO MAY APPLY: Any Planning District which has been formed under The Planning Act.

LEVEL OF ASSISTANCE: Assistance is provided in the form of staff time and grants. The cost is shared on a 50/50 basis to a maximum District share of $1 per $1,000.00 equalized assessment over the District with any shortfall being funded by the Province.

REMARKS: Assistance is provided to ensure that the cost of preparing a Development Plan is not a reason to prevent any group of municipalities from forming a Planning District and entering into a Planning program.

CONTACT: Director of Municipal Planning
Department of Municipal Affairs
4th Floor, 800 Portage Avenue
Winnipeg, Manitoba
R3G 0N4
Phone: 945-2158

MANITOBA NATURAL RESOURCES

PROGRAM: **CONTROL OF DUTCH ELM DISEASE**

OBJECTIVE: To preserve the ornamental elm population within communities threatened with losing their elm trees to Dutch Elm Disease.

LEVEL OF ASSISTANCE: Municipalities involved in the program confer with forestry experts to determine the most effective control strategy for their area. The municipality then carries out their chosen program of control, incurs the total cost and subsequently bills the Province for 50% of the amount.

The maximum annual provincial share allowed to any community excluding the City of Winnipeg, is .50¢ per capita. The maximum allowable to the City of Winnipeg is $350,000.00 per year.

Annual renewal of existing agreements usually takes place March through May.

CONTACT: Winnipeg office:

Terry Boyce
Agreement Manager
Forest Protection and
Dutch Elm Disease
300 - 530 Kenaston Blvd.
Winnipeg, Manitoba
R3N 1Z4
Phone: 945-7870

Julie Skuba
Technician
Forest Protection and
Dutch Elm Disease
300 - 530 Kenaston Blvd.
Winnipeg, Manitoba
R3N 1Z4
Phone: 945-7615

Regional Office:

Ken Fosty
Technician
2nd Floor - 759 First Street
Brandon, Manitoba
R7A 2X5
Phone: 727-5955

MANITOBA NORTHERN AFFAIRS

PROGRAMS SPECIFIC TO THE NORTH

There are many programs and services which are specific to Northern Manitoba or are northern branches of provincial and federal services. Manitoba Northern Affairs publishes an extensive resource manual entitled Ota-Miska ("Where to find it") which lists services and grants by subject area for the use of northern communities and non-profit organizations. These manuals are available for use in consultation with staff in the Northern Affairs Regional Offices, northern Culture, Heritage and Recreation Regional Offices, or your local community/band council office.

Rather than duplicate an existing resource, I will list below the subject areas contained in the manuals. I encourage groups and individuals who live within the boundaries of Northern Affairs to make use of the Ota-Miska as this resource manual was developed to meet your needs.

Subject Areas:

Agriculture
Culture and Recreation
Economic and Resource Development
Education and Training
Employment and Training
Housing
Native Organizations and Services
Social Services
Foundations

NORTHERN AFFAIRS REGIONAL OFFICES

Thompson
Box 27 - 59 Elizabeth Drive
Thompson, Manitoba
R8N 1X4
Phone: 778-4411 Ext. 235

Selkirk
339A Main Street
Selkirk, Manitoba
R1A 1T3
Phone: 482-7535

The Pas
Box 2560
The Pas, Manitoba
R9A 1M3
Phone: 623-7481

Dauphin
27 - 2nd Avenue, S.W.
Dauphin, Manitoba
R7N 3E5
Phone: 638-9111

FEDERAL GOVERNMENT

CANADA COUNCIL

PROGRAM: **EXPLORATIONS**

PURPOSE: The Explorations program of the Canada Council supports innovative projects which may introduce new approaches to creative expression, extend the limits of an existing art form, cross disciplines or fulfill specific needs in the development of the arts. The primary intent of this multi-disciplinary, regionally-oriented Program is to provide support to innovative, unusual or unproven ideas that otherwise might not be realized, whether focusing on the performing or visual arts; research and writing; community animation; the application of new technologies in the arts or experiments in new art forms.

WHO MAY APPLY: Canadian citizens and Canadian organizations may apply for Explorations grants. All landed immigrants resident in Canada will also be eligible.

CRITERIA: Because Explorations responds to innovative projects designed by its applicants, its mandate within the arts has always been creative projects. Explorations grants have funded interdisciplinary activity, craft workshops, new performing arts projects, exhibits, photography, creative writing, recordings, film, video and audio experiments, community-based cultural animation projects, etc.

Explorations gives grants to help offset the following expenses:

1. subsistence
2. travel
3. clerical, secretarial and research services
4. equipment rental
5. supplies and materials

A grant may apply to any period of time up to 12 months.

LEVEL OF ASSISTANCE: No specific amount. However, the Explorations budget is limited and in the past average grants have tended to range between $5,000 and $16,000 depending upon the nature of the project proposed.

APPLICATION DEADLINE:

The grant may cover any period up to 12 months. Explorations grants do not cover expenses incurred before the application is approved. The deadline dates for receipt of applications are: January 15th, May 1st, and September 15th. The results are announced approximately three and one-half months after those dates.

CONTACT:

Richard Holden
Program Officer
Explorations Program
Canada Council
P.O. Box 1047
Ottawa, Ontario
K1P 5V8
Phone: (613) 598-4337 - station to station collect calls will be accepted

DEPARTMENT OF COMMUNICATIONS

PROGRAM: **CULTURAL INITIATIVES**

This program does not require application forms. Applications should focus on the specific nature of the request and should include:

a) Name and mailing address of the organization;

b) copy of letters of incorporation proving non-profit status;

c) list of members of board of directors;

d) complete description of the activity for which the funding is requested;

e) detailed budget, including expenditures, confirmed and projected revenues, and the amount of support requested;

f) names and telephone numbers of at least two persons within the organization who are familiar with the request.

NOTE: This is a permanent program of the Department.

THERE ARE THREE COMPONENTS TO THIS PROGRAM. THEY ARE:

COMPONENT I: ASSISTANCE TO STRENGTHEN THE MANAGEMENT OF CULTURAL ORGANIZATIONS AND THE INNOVATIVE APPLICATION OF NEW COMMUNICATIONS TECHNOLOGIES.

PURPOSE: To promote the innovative use, development and application of new communication technologies in the operations and activities of Canadian professional non-profit cultural organizations and to strengthen the management of non-profit cultural organizations.

WHO MAY APPLY: Professional non-profit cultural organizations of Canada.

CRITERIA: Should supply information (a) to (f).

The project must be beneficial and feasible.

The results can be applied to the organization's continuing activities and operations at affordable costs.

Must demonstrate financial support from other sources.

Must be willing to share results of the project with other Canadian professional non-profit cultural organizations, on request.

Must be committed to submit a detailed report and to acknowledge the financial assistance of the Government of Canada.

LEVEL OF ASSISTANCE: Support is dependent upon the type of project submitted and the amount of assistance required to complete the project.

APPLICATION DEADLINE: Contact Departmental representative.

CONTACT: See page 78.

COMPONENT II: CAPITAL ASSISTANCE

PURPOSE: To provide greater public access to the professional performing and visual arts, museums and heritage collections, by developing and upgrading a national network of cultural facilities. Funds may also be provided to assist organizations in undertaking feasibility studies concerning capital projects.

WHO MAY APPLY: Canadian non-profit incorporated organization or a municipal or regional government.

CRITERIA: Must provide information (a) to (f).

The construction or renovation of the facility or the purchase of the equipment must have a direct and immediate bearing on the provision or improvement of facilities for both the public and artists involved.

The applicant must confirm the funding sources available to meet the operating costs associated with the project.

Must provide a study with needs evaluation and cost benefit analysis and, if available, a feasibility or engineering study to substantiate the decision to proceed with the project.

Must also provide two most recent audited financial statements and estimated yearly operating costs of the new facility and identification of revenues to cover these costs.

Must identify similar facilities within a 30 kilometre radius (applicants in metropolitan areas excepted).

Must demonstrate financial support from other sources.

Must submit preliminary design and specifications of the proposed facility and recent interior and exterior photographs if the building already exists.

Must acknowledge the financial assistance of the Government of Canada.

LEVEL OF ASSISTANCE: Support is dependent upon the type of project submitted and the amount of assistance required to complete the projects.

APPLICATION DEADLINE: Contact Department representative.

CONTACT: See page 78.

COMPONENT III: SPECIAL CULTURAL EVENTS OF NATIONAL SIGNIFICANCE

PURPOSE: To support cultural events of national significance.

WHO MAY APPLY: Canadian non-profit cultural organizations undertaking a special cultural event that is distinct from the ongoing activities of the sponsoring organization.

CRITERIA: Must provide information (a) to (f).

Eligible events must be held in Canada and have significant participation from at least three provinces or territories.

Eligible events could include:

a) a national or international conference of a cultural nature;
b) a national artistic or cultural competition;
c) the cultural component of a national or international activity or event, such as amateur sporting competition or non-cultural conferences.

Must provide a clear statement of the objectives and goals of the proposed activity; its relationship to their on-going activities; and a description of the activity, including costs, timetables and a list of resource persons involved in the event.

Must also provide a list of all sources from which financial assistance has been sought.

Must submit a final report and acknowledge the financial assistance of the Government of Canada.

LEVEL OF ASSISTANCE: Support is dependent upon the type of project submitted and the amount of assistance required to complete the project.

CONTACT: All applications should be mailed to:

Cultural Initiatives Program
Department of Communications
300 Slater Street
Ottawa, Ontario
K1A 0C8
(613) 993-4587

and

Department of Communications
200-386 Broadway
Winnipeg, Manitoba
R3C 3Y9
Phone: 983-7139

Further information can be obtained from the Winnipeg Office at the above address.

PROGRAM: **MUSEUM ASSISTANCE PROGRAMMES**

PURPOSE: To provide financial and technical assistance to quality museums, art galleries, exhibition centres and related non-profit institutions.

WHO MAY APPLY: Museums, art galleries, and exhibition centres, must be non-profit in nature and open year round. Specific guidelines are provided within the Programme Descriptions for each of the Museum Assistance Programmes, as criteria for eligibility vary within each Programme.

CRITERIA: There are nine Programmes under which assistance is available:

1. Associate Museum Programme
2. National Exhibition Centre Programme
3. Specialized Museum Programme
4. Conservation Assistance Programme
5. Exhibitions Assistance Programme
6. Registration Assistance Programme
7. Special Activities Assistance Programme
8. Training Assistance Programme
9. Upgrading and Equipment Assistance Programme

LEVEL OF ASSISTANCE: The level of assistance varies according to each Programme.

REMARKS: Contact Program Development Officer for detailed description of Programmes.

APPLICATION DEADLINES:

- September 1st	- Associate Museum
	- Exhibitions Assistance
	- Special Activities Assistance
- December 1st	- Conservation Assistance
	- National Exhibition Centre
	- Training Assistance
	- Upgrading and Equipment Assistance
- November 1st	- Exhibitions Assistance
	- Registration Assistance

- June 1st

- Conservation Assistance
- Special Activities Assistance
- Training Activities
- Upgrading and Equipment Assistance
- Specialized Museums

CONTACT:

Program Development Officer
Communications Canada
200 - 386 Broadway
Winnipeg, Manitoba
R3C 3Y9
Phone: 983-7139

EMPLOYMENT & IMMIGRATION CANADA

PROGRAM: **COMMUNITY FUTURES**

PURPOSE: Community Futures assists selected communities or groups of communities comprising a definable labour market area in assessing their economic problems and in determining and promoting development opportunities and adjustment measures.

WHO MAY APPLY: Eligible Communities are identified directly by the Minister of CEIC.

Eligible Communities must:

- be suffering from chronic or acute unemployment;
- have an unemployment rate which, in the opinion of program officials, is substantially greater than the provincial average, while lacking adequate mechanisms to address the problem; and
- normally be outside metropolitan areas and distant from more buoyant labour markets.

CRITERIA: Once a Community Futures Committee is established and an action plan approved the CFC request that CEIC implement any or all of the following program sub options:

a) Business Development Centre

b) Self-Employment Incentive

c) Relocation and Exploratory Assistance

d) Purchase of Training

e) Community Initiative Fund

Each of these parts of the program have their own criteria and funding.

Please contact the Manager Community Futures Mr. P. Loring at 983-4531 for further information.

LEVEL OF ASSISTANCE:

1) Committees - 200,000 maximum over six (6) years

2) Business Development Centres - $2,185,000 maximum over five (5) years

3) Self Employment Incentives - $180/week for fifty-two (52) weeks

4) Relocation and Exploratory Assistance related to scales and distances

5) Purchase of Training - maximum of $3,000,000 per agreement

6) Community Initiatives Fund - Public venture no upper limit, but normally cost shared. Private sector $50,000 maximum.

APPLICATION DEADLINE: None

CONTACT: Your local Employment and Immigration Office. See page 91 for listing of offices.

PROGRAM: **GRANTS TO VOLUNTARY ORGANIZATIONS**

PURPOSE: To provide short-term financial assistance to voluntary non-profit organizations which organize activities designed to improve the employability of groups of Canadians such as disabled persons, natives, women, youth, and other special groups.

WHO MAY APPLY: Voluntary/non-profit organizations which are not under the direction of any level of government.
eg. National, Provincial, Regional or Community Organizations, Special Purpose Voluntary Organizations, Special Non-Profit Committees, Non-government institutions.

Provincial, Territorial or any other level of government, or individuals are ineligible.

CRITERIA: Projects supported by Grants to Voluntary Organizations include: conferences, workshops, annual meetings, seminars, the production of pamphlets, booklets, other written material, films or other audio-visual media directed at improving the employability of/or which compliment the focus of Employment and Immigration Canada on, disabled persons, native people, youth, and other special groups.

LEVEL OF ASSISTANCE: Funding arrangements are flexible with a maximum contribution of $10,000.00 in a fiscal year.

No organization may receive funding for more than two consecutive years.

APPLICATION DEADLINE: On-going, but at least eight weeks prior to the date funds are required in that fiscal year.

CONTACT: Grants to Voluntary Organizations Program
Employment and Immigration Canada
Phase IV, 2nd Floor
Place du Portage
Ottawa/Hull, Ontario
K0A 0J9
(1-819-997-6490)

PROGRAM: INNOVATIONS

PURPOSE: Innovations provides financial support to pilot programs, demonstration projects and other activities designed to test new or innovative ideas to improve the functioning of Canada's labour market.

WHO MAY APPLY: The program is open to any individual or group with an innovative proposal for labour market development. eg. Municipalities, individuals, business and industry, labour organizations, non-profit groups, educational and training agencies. All sectors of the economy are encouraged to take part.

CRITERIA: There are no predetermined limits on projects supported by Innovations. Each proposal will be judged on its own merits, with the emphasis on creativity and innovation. Proposals must of course be practical and show potential for generating lasting improvements in the labour market.

LEVEL OF ASSISTANCE: Funding arrangements are flexible, with no fixed limits to the amount of support Innovations will provide. Each proposal will be judged on its own merits.

Funding can be in the form of reimbursement of various types of expenditures or of a payment for results obtained. Funding can be for up to 3 years, subject to annual renewal.

APPLICATION DEADLINE: On-going, depending on availability of funds.

CONTACT: Your local Employment and Immigration Office. See listing on page 91.

PROGRAM: **JOB DEVELOPMENT**

a) General Projects
b) Individually Subsidized Jobs

PURPOSE: To assist long-term unemployed individuals and other specified individuals to participate effectively in the labour market, through training and work experience.

WHO MAY APPLY: Businesses, organizations, public health and educational institutions, municipal governments and Indian Band Councils can act as employers.

CRITERIA: No specific criteria. Employers have two options:

a) they may sponsor projects which create additional training and job opportunities; or

b) they may hire and train certain individuals who in addition to long-term unemployment, meet other predetermined conditions.

FOR FURTHER CRITERIA, PLEASE CONTACT YOUR CANADA EMPLOYMENT CENTRE.

LEVEL OF ASSISTANCE: Job Development offers financial assistance to employers taking part in the program. Funds may be paid towards a variety of costs including wages and training expenses for participants and the installation of special facilities for disabled workers. In some circumstances, funds may also be available to cover some capital costs and wages for a project manager. The actual contribution will depend on the nature of the project and type of sponsor.

APPLICATION DEADLINE: On-going, depending on availability of funds.

CONTACT: Your local Employment and Immigration Office. Please see page 91 for listing of offices.

PROGRAM: JOB ENTRY/CHALLENGE '88

PURPOSE: The program offers young people the opportunity to develop basic work skills, to acquire specific job-related skills, to learn first hand about the working world and where and how they can fit in. The program is designed for youth who are planning to return to school looking for summer employment that will provide career-related work experience.

WHO MAY APPLY: Individuals, businesses, industries, labour organizations, educational institutions, community groups, and all levels of government.

CRITERIA: There are eight sections to this program. They are:

1. Summer Employment/Experience Development (SEED)
2. Work Orientation Workshops (WOW)
3. Student Business Loans (SBL)
4. Federal Departments and Agencies: Career Related Jobs For Students
5. Department of National Defence: Cadet and Reserve Training Program
6. R.C.M.P.: Special Supplementary Constable Program
7. CECS For Students/Native Internship Program (NIP)
8. Business Drive For Jobs (BDJ)

FOR FURTHER CRITERIA, CONTACT YOUR CANADA EMPLOYMENT CENTRE.

LEVEL OF ASSISTANCE: The private sector is eligible to receive up to 50% of wages to a maximum of $2.60 per hour per employee for the SEED program.

Public sector employees including municipal governments, hospitals and educational institutions are eligible to receive a wage subsidy of $2.80 per hour. Non-profit organizations and native band councils can receive up to 100% of wages (provincial minimum wage rate) plus benefits. Maximum $100,000. per employer for the SEED program,

The level of assistance varies for each of the other programs.

APPLICATION DEADLINE: The application deadline was March 21, 1988.

REMARKS: It is expected that this program or a similar one to it will be repeated in 1989. Watch for similar application deadlines.

CONTACT: Your local Employment and Immigration Office. See listing of offices on page 91.

PROGRAM: JOB ENTRY

a) Entry
b) Re-entry
c) Co-operative Education
d) Direct Purchase of Training
e) Severely Employment Disadvantaged
f) Delivery Assistance
g) Pre-operational Assistance

PURPOSE: To assist or encourage specific groups of persons in making the transition to, or to participate effectively in, the labour market through training and work experience.

WHO MAY APPLY: Businesses, organizations, public health and educational institutions, municipal governments and Indian Band Councils can act as co-ordinators.

CRITERIA: Co-ordinators are responsible for developing, designing and administering a training plan, and must provide opportunities that fall into one of the program sections. Potential trainees must fit established program criteria.

FOR FURTHER CRITERIA, PLEASE CONTACT YOUR CANADA EMPLOYMENT CENTRE.

LEVEL OF ASSISTANCE: Job Entry offers financial assistance to employers taking part in the program. The level of assistance varies between the four sections of the program. The costs eligible for coverage include training costs (wages), health safety and occupational requirements, enhancement costs for disabled employees, Workers Compensation and Comprehensive General Liability Insurance, audit and overheads.

APPLICATION DEADLINE: On-going

CONTACT: Your local Employment and Immigration Office. See listing of offices on page 91.

PROGRAM: **SKILL INVESTMENT**

a) Retraining
b) Training Trust Fund
c) Continuing Employment
d) Direct Purchase of Training

PURPOSE: This program brings help to workers whose jobs are threatened by changing technology and economic conditions. With an unprecedented program to co-ordinate the efforts of workers and employers, people will have the chance to learn new skills before they are laid off, or their existing skills become redundant.

WHO MAY APPLY: Proposals from all sectors of the business community are encouraged.

CRITERIA: No specific criteria identified. Please contact your nearest Canada Employment Centre.

LEVEL OF ASSISTANCE: Assistance is available for both on- and off-the-job training; for both full and part-time training.

Assistance for training can last up to 3 years.

Under the program, contributions are made towards wages and training costs of trainees. Reimbursements cover 60% of wages during off-the-job training and 25% during on-the-job training.

Employers who train disabled persons can receive up to $10,000 for renovations to the workplace.

APPLICATION DEADLINE: On-going, depending on availability of funds.

CONTACT: Your local Employment and Immigration office. See listing of offices on page 91.

PROGRAM: SKILL SHORTAGES

a) Workplace-Based Training
b) Direct Purchase of Training
c) Relocation and Travel Assistance

PURPOSE: To assist employers in finding the skilled workers they need to be competitive when these skills have been designated as in shortage at the regional or national level. This assistance may be with respect to the mobility of workers who already possess the skills or for incremental training.

WHO MAY APPLY: Employers in all sectors of the community.

CRITERIA: No specific criteria identified. Please contact your Employment and Immigration office.

LEVEL OF ASSISTANCE: Assistance is available for both on and off-the-job training, for both full and part-time training.

Assistance for training can last up to 3 years.

Under the program, contributions are made towards wages and training costs of trainees. Reimbursements cover 60% of wages during off-the-job training and 25% during on-the-job training.

Employers who train disabled persons can receive up to $10,000 for renovations to the workplace.

APPLICATION DEADLINE: On-going, depending on availability of funds.

CONTACT: Your local Employment and Immigration Office. See page 91 for listing of offices.

CANADA EMPLOYMENT CENTRES

BRANDON

153 - 11th Street
Box 1178
Brandon, Manitoba
R7A 4J5
Phone: 727-0583

DAUPHIN

135 - 2nd Avenue N.E.
Dauphin, Manitoba
R7N 1C5
Phone: 638-3711

FLIN FLON

Room 201, Federal Building
54 Main Street
Box 730
Flin Flon, Manitoba
R8A 1N5
Phone: 687-8231

GIMLI

80 - 6th Avenue
Box 1770
Gimli, Manitoba
R0C 1B0
Phone: 642-5193

LEAF RAPIDS

Unit 13 (Box 850)
Leaf Rapids Town Centre
Leaf Rapids, Manitoba
R0B 1W0
Phone: 473-2448

LYNN LAKE

Federal Building
50 Sherritt Avenue
Lynn Lake, Manitoba
R0B 0W0
Phone: 356-8300

MORDEN

158 Stephen Street
Box 1418
Morden, Manitoba
R0G 1J0
Phone: 822-4491

NEEPAWA

225 Ellen Street
Neepawa, Manitoba
R0J 1H0
Phone: 476-3371

PORTAGE LA PRAIRIE

211 Saskatchewan Avenue E.
Box 1117
Portage la Prairie, Manitoba
R1N 3C5
Phone: 239-1212

SELKIRK

2nd Floor - 237 Manitoba Ave.
Selkirk, Manitoba
R1A 1T6
Phone: 482-3323

STEINBACH

323 Main Street
Box 1149
Steinbach, Manitoba
R0A 2A0
Phone: 326-1371

SWAN RIVER

203 - 5th Avenue N.
Swan River, Manitoba
R0L 1Z0
Phone: 734-3483

THE PAS

151 Fischer Avenue
Box 660
The Pas, Manitoba
R9A 1K7
Phone: 623-3453

THOMPSON

North Centre Mall
118 - 3 Station Road
Thompson, Manitoba
R8N 0N3
Phone: 476-3371

HEALTH & WELFARE CANADA

PROGRAM: **HEALTH PROMOTION CONTRIBUTION PROGRAM**

PURPOSE: To maintain and improve the health and well-being of Canadians with a particular focus on four target groups: women, the elderly, children and youth, and the disabled. This is done by providing financial support for community-based projects.

WHO MAY APPLY: Proposals may be submitted by non-government, non-profit organizations and community groups.

CRITERIA: The program supports health promotion projects which seek to employ one or more of the following strategies:

1. self-care
2. mutual aid
3. environmental change

Projects are also expected to address one or more of the following objectives:

1. reducing inequities in health status among disadvantaged population groups.
2. increasing prevention of injuries, illness and chronic conditions.
3. strengthening people's capacity to cope with chronic conditions, disabilities and mental health problems.

LEVEL OF ASSISTANCE: A contribution may be made for a period of up to 3 years for a specific project activity.

APPLICATION DEADLINE: On-going, depending on availability of funds.

REMARKS: Funding priorities relating to each of the target groups are established before each solicitation for new project applications. Please contact the Health Promotion Directorate to obtain a copy of the most recent funding priorities.

CONTACT:
Health Promotion Directorate
Health Services and Promotion Branch
Health and Welfare Canada
Prairie Regional Office
603 - 213 Notre Dame Avenue
Winnipeg, Manitoba R3B 1N3
Phone: 983-2554

PROGRAM: **NEW HORIZONS**

PURPOSE: The basic purpose of the program is to provide seed funding to enable a group of retired persons to initiate a project with a view to becoming self-sufficient.

WHO MAY APPLY: Seniors Organizations/groups.

CRITERIA: Although a project idea may originate with one person, there should be a group of no less than 10 members who will accept responsibility for the management of the project and the administration of project funds.

The majority of the project participants must be older and permanently retired from the labour force.

New Horizons contributions may be provided to initiate new activities or expand existing ones within a community.

Contributions for projects are available for periods of up to 18 months. Groups are encouraged to plan for the continuation of a project after the funding period through membership fees, donations, fund-raising events, community support or other sources.

For those groups which require additional time to achieve self-sufficiency or find alternate sources of assistance for their project, a second contribution, on a declining basis, may be granted for another period of up to 18 months.

Contributions may cover expenses incurred in planning, organizing and operating the project activities, including such items as rent, utilities, furniture and equipment, materials and supplies.

New Horizons funds may not be used to pay salaries for project directors or participants.

LEVEL OF ASSISTANCE: The level of assistance is determined by several factors such as number of participants, complexity of the program, equipment needed, etc.

APPLICATION DEADLINE: On-going.

CONTACT:

New Horizons Program
340 Graham Avenue
Eaton Place
Winnipeg, Manitoba
R3G 4C2
Phone: 983-2833

PROGRAM: **SENIORS INDEPENDENCE PROGRAM**

PURPOSE: To encourage the development of projects which will improve the quality of life and foster independence of seniors.

WHO MAY APPLY: Eligible sponsors include:

- voluntary, non-profit groups
- professional associations
- educational institutions
- health or social service agencies
- para-public organizations

Applicants ruled ineligible include: individuals; for-profit organizations; municipal/provincial/federal government departments.

Priority will be given to projects that improve the quality of life of:

a. women
b. seniors living in remote rural or Northern areas
c. less advantaged seniors (low income, chronically ill, physically or mentally ill, ethnic minorities, homeless or abused).

CRITERIA: Projects should be designed to develop supports to independence in the areas of health, education or social welfare.

1. Seniors must be the beneficiaries of the community-based projects.
2. Seniors must be involved in the design and delivery of the projects.
3. Funding will be for developmental or demonstration projects; resource development; information and training.
4. The maximum funding period for a project can be three years.
5. Funds may be used to cover: staff salaries and contractual fees; employee benefits; travel and accommodation; materials and supplies; costs of services or equipment rental.

LEVEL OF ASSISTANCE: The maximun project cost will be $750,000.00.

APPLICATION DEADLINE: On-going.

CONTACT: Seniors Independence Program
340 Graham Avenue
Eaton Place
Winnipeg, Manitoba
R3C 4C2
Phone: 983-2833

DEPARTMENT OF SECRETARY OF STATE OF CANADA

The Manitoba Regional Office of the Department of Secretary of State forms part of a national network of operations designed to assist Canadians to develop and maintain a sense of belonging to Canada. Their programs and activities are aimed at promoting knowledge of our country and pride in its cultures, history and traditions. The Manitoba office has three distinct components:

1) Citizenship Court

2) Social Development

3) Translation Bureau

Due to the vast number of programs offered by the Department of the Secretary of State of Canada, we have highlighted several programs that are relevant to the individuals and groups that might be using this manual. Please keep in mind that this is just an introduction to the programs offered and advise you to contact the Department of the Secretary of State of Canada for further details on these and other programs.

Department of the Secretary of State of Canada
303 Main Street
Room 201
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **ABORIGINAL WOMEN'S PROGRAM**

PURPOSE: The Aboriginal Women's program supports and encourages project's and activities which advance participation of aboriginal women in contemporary society with the objective of: Multiplying opportunities for intracultural and intercultural contact and appreciation by aboriginal women at the national, provincial and local levels thereby making their social and cultural participation more visible and meaningfull within their own communities and to all Canadians.

This program has the following objectives:

1. Upgrading technical and management skills of aboriginal women through the development of their own leadership and the establishment of objectives and criteria for their own representative organizations.

2. Creating opportunities for aboriginal women to initiate and influence those policies and programs developed by government departments for the benefit of the native population.

3. Providing opportunities for aboriginal women to initiate activities and projects which aid them in their desire for the preservation and retention of their culture and their communities' cultural identity.

WHO MAY APPLY: Financial assistance may be provided to a group of aboriginal women who have voluntarily associated themselves for a non-profit purpose, operating in line with democratic principles in pursuit of the program's objectives. These include special purpose organizations which address specific issues and new or emerging organizations.

CONTACT: Native Citizens Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **CANADA DAY**

PURPOSE: Canada Day is the occasion to celebrate our national day throughout the province. The Manitoba Canada Day Committee, composed of volunteers, coordinates the planning and promotion and deals directly with people organizing activities in their communities. The Department of the Secretary of State of Canada provides seed-money support. The emphasis is on community participation in events that provide maximum involvement for all. Sports events, parades, picnics, festivals, dances, religious ceremonies, flag-raisings, birthday cakes and fireworks are typical features of July 1, Canada Day.

APPLICATION DEADLINE: May 15, 1989

CONTACT:
Canada Day Program
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **CANADIAN ANNIVERSARIES PROGRAM**

PURPOSE: To assist Canadians in the celebration of significant milestone anniversaries and to promote a clearer sense of Canadian heritage, identity and citizenship.

The categories are many and various - historical, ethnic, artistic, social, economic, political, religious, voluntary, labour, municipal, provincial, multicultural, etc.

This program will be involved in commemorating important (25/50/75/100 etc.) anniversaries.

WHO MAY APPLY: Voluntary non-profit organizations, all levels of government, individuals.

CONTACT:
Canadian Anniversaries Program
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **DISABLED PERSONS PARTICIPATION PROGRAM**

PURPOSE: To enhance the capacity for people with disabilities to effectively represent their rights and responsibilities as Canadian Citizens.

To support the development of community-based mechanisms aimed at addressing attitudinal, institutional and information barriers excluding people with disabilities from participation in Canadian society.

To facilitate the development by people with disabilities of innovative approaches to participating in social and economic life in Canada.

WHO MAY APPLY: Non-profit, voluntary organizations led by disabled persons.

CONTACT: Disabled Persons Participation Program
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **HUMAN RIGHTS PROGRAM**

PURPOSE: To achieve greater awareness, knowledge and appreciation by Canadians of human rights, fundamental freedoms and related responsibilities; to increase the enjoyment of human rights; and to increase compliance with Canada's domestic and international human rights commitments.

WHO MAY APPLY: Priority is given to human rights and civil liberties associations. However, voluntary and non-governmental organizations which choose to develop a project focusing on the promotion or study of an identified human rights issue may also apply.

CONTACT:
Human Rights Program
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **MULTICULTURALISM - HERITAGE ENHANCEMENT**

PURPOSE: To promote, develop and enhance ethnocultural heritages as integral and evolving forms of the Canadian experience.

WHO MAY APPLY: Democratically constituted organizations which have associated themselves voluntarily for a non-profit purpose and are representative of and fully accountable to the ethnocultural group or community they claim to serve.

CONTACT: Multiculturalism Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **MULTICULTURALISM - INSTITUTIONAL CHANGE**

PURPOSE: To assist immigrants and members of ethnocultural and racial groups to function effectively as Canadians.

WHO MAY APPLY: Democratically constituted organizations which have associated themselves voluntarily for a non-profit purpose and are representative of and fully accountable to the ethnocultural group or community they claim to serve.

CONTACT: Multiculturalism Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **MULTICULTURALISM - SOCIETAL ADAPTATION**

PURPOSE: To foster respect for the multicultural/multiracial nature of the Canadian society and to increase the capacity of institutions to serve and reflect Canadians of all cultures and races.

WHO MAY APPLY: Democratically constituted organizations which have associated themselves voluntarily for a non-profit purpose and are representative of and fully accountable to the ethnocultural group or community they claim to serve.

CONTACT: Multiculturalism Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **MULTICULTURALISM - SUPPLEMENTARY SCHOOL ASSISTANCE**

PURPOSE: Heritage languages are preserved through support provided to supplementary schools, run by community organizations.

WHO MAY APPLY: Democratically constituted organizations which have associated themselves voluntarily for a non-profit purpose and are representative of and fully accountable to the ethnocultural group or community they claim to serve.

CONTACT: Multiculturalism Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Ph: 983-3601

PROGRAM: **NATIVE FRIENDSHIP CENTRE PROGRAM**

PURPOSE: This program's main objective is to assist in the adjustment of migrating native people to life in Canadian society. It contributes to the improvement of the quality of life of Aboriginal (native) people in an urban environment by support to self-determined activities which facilitate equal access to opportunities and participation within Canadian society and which respect Native cultural distinctiveness.

WHO MAY APPLY: Native Friendship Centres which have been in operation for a minimum of twelve months after incorporation and the National Associations of Friendship Centres.

CONTACT: Native Citizens Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **NATIVE SOCIAL AND CULTURAL DEVELOPMENT**

1) Native Cultural Development
2) Native Social Development
3) Native Language Retention

NATIVE CULTURAL DEVELOPMENT

Revival and maintenance of native Cultural Heritage. Cultural Development comprises those activities that relate to the revival and maintenance of aspects of traditional cultures and their manifestations in contemporary lifestyles that serve to reinforce the identity of Native people as a unique people to regenerate pride in Native heritage.

NATIVE SOCIAL DEVELOPMENT

Increasing effective participation of Native people within both Native and non-Native social organizations.

NATIVE LANGUAGE RETENTION

To provide constructive opportunities for Native people to retain and revitalize their languages and to promote increased knowledge and understanding of Aboriginal history and traditions by:

1. improving training opportunities for teachers of Native languages;
2. furthering development of Native language curriculum;
3. developing written materials in the field of Native languages for use in schools and communities;
4. strengthening of cultural identity through improved ability to communicate in Native languages.

WHO MAY APPLY: Aboriginal non-profit voluntary groups and/or organizations.

CONTACT: Native Citizens Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **OFFICIAL LANGUAGES COMMUNITIES**

PURPOSE: To encourage and assist official language minorities in establishing and maintaining their institutions, in developing effective organizations and in participating in their language in the social, educational, cultural and economic life of Canadian society.

WHO MAY APPLY: Voluntary non-profit organizations

CONTACT: Official Language Communities Program
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **OPEN HOUSE CANADA**

PURPOSE: Provide an opportunity for young Canadians to discover and understand other parts of Canada; to encourage reciprocal exchange visits between groups of youth from different regions of the country.

WHO MAY APPLY: Any groups of 10 - 40 in size, between the ages of 14 - 22 with members who are Canadian citizens or permanent residents.

CONTACT:

Open House Canada
Department of the Secretary of State of Canada
Ottawa, Ontario
K1A 0M5

Regional Program information may be obtained from:

Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **PROMOTION OF OFFICIAL LANGUAGES**

PURPOSE: To promote comprehension and respect for Canada's linguistic duality and to encourage and assist Canadian institutions, businesses and organizations at all levels in developing and providing services in both official languages.

WHO MAY APPLY: Voluntary non-profit organizations, and non-federal public sector.

CONTACT:
Promotion of Official Languages Program
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **VOLUNTARY ACTION PROGRAM**

PURPOSE: To support the growth and diversity of the voluntary sector through advocacy and the promotion of volunteerism.

To enhance the independence of the voluntary sector by facilitating access to financial assistance and technical expertise.

To assist coalitions and associations of different groups in undertaking innovative projects which have benefits for the larger voluntary sector as a whole.

WHO MAY APPLY: Non-profit voluntary organizations with a primary function of promoting the volunteer contribution to the community.

CONTACT: Voluntary Action Program
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

PROGRAM: **WOMEN'S PROGRAM**

PURPOSE: To improve the status and increase participation of women in all aspects of society through support to voluntary organizations.

Project funding is provided for projects such as community education, organizational development, advocacy, workshops, conferences, etc.

WHO MAY APPLY: National and regional women's organizations that promote action and co-ordination on a wide range of status of women's issues; or that provide human and technical resources and information to women's organizations and the public. Women's organizations at the community level capable of co-ordinating status of women's activities with priority on northern, isolated and rural areas are also eligible.

CONTACT: Women's Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601

MANITOBA LOTTERY UMBRELLA ORGANIZATIONS

MANITOBA ARTS COUNCIL

PROGRAM: **ACCESS**

PURPOSE: The ACCESS program is intended to aid existing community organizations in providing development or presentation opportunities to those artists aspiring to participate in the professional milieu.

It is designated for selected target groups which face barriers to full access in the participation of the professional arts: women, ethnocultural minorities, native peoples, artists resident outside the major urban area.

Projects to be supported will be those which:

a) Provide information, guidance and assistance to those who face barriers with reference to participation in professional artistic endeavours, that is, projects which are educational in focus.

b) Provide aspiring artists opportunities to present their work in a professional context.

WHO MAY APPLY: Grants will be provided to community organizations which have been in existence for a minimum of one year prior to the date of application. The organization must demonstrate that one of its mandates is concerned with the arts.

CRITERIA: Grants will be provided to organizations which have designed a project which is educational in focus.

Eligible projects are those that:

1. Have specific short, intermediate and long-term objectives and that indicate how those objectives are to be met;

2. Have aspiring professionals as the beneficiaries;

3. Have developed a process to identify the potential beneficiaries;

4. Use recognized professionals as resource persons;

6. Demonstrate that appropriate arrangements have been made with arts organizations and institutions which are essential to achieving the objectives of the project;

7. Outline a budget consistent with the planned activity;

8. Have developed an evaluation process to determine the progress of the project as this relates to the enunciated objectives.

Grants will be provided to organizations concerned with providing opportunities for professional presentations of performing or creative work which do not now exist.

Eligible projects are those that:

1. Demonstrate that the opportunity provided through this project is not available through existing programs and endeavours in the community;

2. Have specific objectives that indicate how those objectives are to be met;

3. Have aspiring professionals as beneficiaries;

4. Have developed a process to identify the potential beneficiaries;

5. Use recognized professionals as resource persons;

6. Outline a budget consistent with the planned activity;

7. Have developed an evaluation process to determine results.

LEVEL OF ASSISTANCE: The size of the grants awarded will relate to the scope of the project. Council may not be in a position to cover the entire cost and therefore applicants are encouraged to seek other sources of assistance as well.

APPLICATION DEADLINE: May 1, September 1, February 1.

REMARKS: Applicants who wish to apply to the ACCESS Program are asked to contact the Manitoba Arts Council office to discuss the nature of the project OR send a brief description of the project and its intent to the Manitoba Arts Council. If it is found appropriate for this program, the approved application form will be sent.

CONTACT:

Manitoba Arts Council
525 - 93 Lombard Avenue
Winnipeg, Manitoba
R3B 3B1
Phone: 945-0399

PROGRAM: **ARTISTS IN THE SCHOOLS**

PURPOSE: To place creative and performing artists in rural and urban Manitoba classrooms. The program is designed to broaden and develop the art education program in the schools by bringing together the creative potential of students and the unique energy of artists.

WHO MAY APPLY: Any school in Manitoba - public, private and special can participate.

CRITERIA: An application form must be submitted to the Manitoba Arts Council.

The schools are responsible for paying or purchasing materials required for the program.

LEVEL OF ASSISTANCE: The Manitoba Arts Council, in cooperation with the Department of Education, assumes the major part of the cost. Schools pay a portion depending upon the program selected.

APPLICATION DEADLINE: October. Annually.

REMARKS: A profile and exact costs for each performer are listed in the Artist in the Schools/Communities catalogue.

CONTACT:

Manitoba Arts Council
525 - 93 Lombard Avenue
Winnipeg, Manitoba
R3B 3B1
Phone: 945-0399

Elizabeth Ford
Artist in the Schools Co-ordinator
Phone: 945-8630

PROGRAM: **ARTISTS IN SCHOOLS/COMMUNITIES**

PURPOSE: This is a program that places artists in rural communities for a two to six-week period. It provides students as well as members of the community with an opportunity to participate in seminars, workshops, and lecture/demonstrations.

WHO MAY APPLY: The sponsor of the Artists in the Schools/Communities program can be any rural school or rural non-profit community organization which has been in existence for one year or more.

CRITERIA: The sponsor is responsible for paying for materials, space rental, promotion and publicity and other costs incurred at the community level.

LEVEL OF ASSISTANCE: The artist will be placed in a residency situation for a minimum of two weeks to a maximum of six weeks. Artists are paid by the Manitoba Arts Council and the sponsor is required to pay a fee according to an established fee schedule.

APPLICATION DEADLINE: October. Annually.

REMARKS: A profile and exact costs for each performer are listed in the Artists in the Schools/Communities catalogue.

CONTACT:

Manitoba Arts Council
525 - 93 Lombard Avenue
Winnipeg, Manitoba
R3B 3B1
Phone: 945-0399

Ann Atkey
Arts Education Consultant
Phone: 945-2978

PROGRAM: **ARTVENTURES "A"**

PURPOSE: The ArtVentures "A" Program is intended to support innovative projects in the arts designed by organizations, artists or groups of artists.

The program is designated for developmental and innovative arts projects. Support will be given to projects which explore new directions in the arts; present imaginative arts programs; offer community arts animation projects. The mandate is flexible to allow for the support, on a project basis, of a range of creative ideas designed by the applicants.

WHO MAY APPLY: Manitoba organizations whose primary endeavours are in one or more of the arts (dance, music, theatre, literary or visual arts) and which have been in existence for a minimum of one year immediately prior to the date of application.

Artists who have resided in Manitoba for a minimum of one year prior to the date of application.

CRITERIA: Explore new directions in the arts or present the arts to the community in an imaginative fashion so as to enhance the public's understanding of the art form;

Identify specifically the beneficiaries of the project;

Have the specific objective of developing and/or presenting Manitoba artists and indicate how the project achieves that objective;

Have an evaluation process to determine the results;

Outline a budget consistent with the planned activities;

The program is not intended to support:

1. Capital, deficit reduction or fundraising projects;

2. Projects for which the Manitoba Arts Council or the Manitoba Culture, Heritage and Recreation have programs with specific criteria and objectives;

3. Projects which are part of the regular operations or of the services provided by applying organizations.

LEVEL OF ASSISTANCE: The level of assistance provided will relate to the scope of the project and usually will not exceed $5,000. Applicants are encouraged to seek other souces of funding.

APPLICATION DEADLINE: May 1, September 1, February 1.

REMARKS: Organizations and artists wishing to apply to ArtVentures "A" are asked to contact the Manitoba Arts Council office to discuss the nature of the project, or to send a brief description of the project and its intent to the Manitoba Arts Council. If it is deemed appropriate to fund the project through this program, the approved application form will be forwarded to the applicant.

CONTACT: Manitoba Arts Council
525-93 Lombard Avenue
Winnipeg, Manitoba
R3B 3B1
Phone: 945-0399

PROGRAM: **ARTVENTURES "B"**

PURPOSE: The ArtVentures "B" Program is intended to assist community-based organizations to hire professional artists to work in a concentrated program in the community.

The program is designated for community projects which involve professional artists and which are developmental in nature. It is not intended that the program be used to provide instructors for programming currently in place nor for short-term workshops.

Grants awarded to community organizations are usually to assist with artists' fees only. If sufficient justification is provided by the applicant, Council, at its discretion, may consider allowance for extraordinary project costs.

WHO MAY APPLY: Community-based, non-profit organizations which have been in existence for a minimum of one year.

CRITERIA: An eligible project is that which:

1. Is sponsored by a community-based, non-profit organization which has been in existence for a minimum of one year;

2. Involves a recognized professional artist who has resided in Manitoba for a minimum of one year prior to the date of application;

3. Has been designed cooperatively by the sponsoring organization and the artist;

4. Demonstrates that the opportunities provided through the project are not available through existing programs and endeavours in the community;

5. Enables project participants to explore new directions in a particular discipline.

LEVEL OF ASSISTANCE: The level of assistance will relate to the scope of the project and usually will not exceed $5,000.

APPLICATION DEADLINE: May 1, September 1, February 1.

REMARKS: Organizations which wish to apply to ArtVentures "B" are asked to contact the Manitoba Arts Council office to discuss the nature of the project, OR to send a brief description of the project and its intent to the Manitoba Arts Council. If it is deemed appropriate to fund the project through this program, the approved application form will be sent to the organization.

CONTACT: Manitoba Arts Council
525 - 93 Lombard Avenue
Winnipeg, Manitoba
R3B 3B1
Phone: (204) 945-0399

PROGRAM: **EXHIBITION ASSISTANCE**

PURPOSE: To assist galleries and cultural organizations with the development and presentation of exhibitions and juried shows.

WHO MAY APPLY: An incorporated non-profit organization located in Manitoba.

CRITERIA: There are four areas in this program:

1. In-House Exhibitions
2. Juried Shows
3. Special Exhibitions
4. Travelling Exhibitions

The organization should have as its primary purpose or as one of its ongoing programs the presentation of exhibitions of art accessible to the general public.

LEVEL OF ASSISTANCE: The amount of the grant will be determined on the basis of eligible costs and the availability of funds.

APPLICATION DEADLINE: January 1, May 1, September 1.

CONTACT: Community/Visual Arts Consultant
Manitoba Arts Council
525 - 93 Lombard Avenue
Winnipeg, Manitoba
R3B 3B1
Phone: 945-0399

PROGRAM: **PUBLIC READINGS BY MANITOBA WRITERS**

PURPOSE: To increase the public's awareness of and appreciation for the work of Manitoba writers of fiction, poetry and drama, and to provide opportunities for the writers to reach a wider audience.

WHO MAY APPLY: Manitoba community organizations concerned with the writing, publication and readings of work by contemporary Manitoba writers, and having a mandate to encourage such activities. Schools are ineligible for this program but may apply through the Artists in the Schools program, Readings by Canadian Writers section.

CRITERIA: Writers:

1) Must be residents of Manitoba;

2) Must be writers of fiction, poetry, or drama;

3) Must have been professionally published, either in book form or in periodicals and journals. In the latter case, a number of works should have been published, to indicate that the writer has begun to establish a professional reputation.

To qualify for support through this program the events must be open to the general public. Readings may be free of charge; however, an entry fee may be charged should the host organization wish to do so.

LEVEL OF ASSISTANCE: The program provides assistance for approved readings and readings' series. The support consists of a $150.00 fee per reading. Where more than one writer is involved in a reading, the fee is to be shared.

For a readings' series the Manitoba Arts Council may provide a small amount to cover incidental costs.

APPLICATION DEADLINE: For single events the application should be submitted to the Council a minimum of six weeks prior to the planned date of the reading. Applications for a series of readings should be submitted to allow for a minimum of two months processing time.

REMARKS:

The organization must outline the anticipated income and expenditures for the event.

The Manitoba Arts Council has information on file on many published Manitoba writers and will not normally require the applicant to provide background information on their training and accomplishments. In the event that Council's information on the writer is inadequate, it will be requested.

Sponsors may wish to contact provincial and national writers' groups for information on writers.

Applicants are encouraged to contact the Manitoba Arts Council prior to completing the application to discuss the project, potential writers available and eligible, and for clarification of any aspect of the program.

The organization will be advised of the decision of the Council. The payment will be made upon receipt of a report submitted at the conclusion of the event. The organization is responsible for paying the writer and any incidental costs associated with the event.

Rural sponsors should contact your Regional Office for information on funding assistance available to sponsors. See page 38.

CONTACT:

Manitoba Arts Council
525 - 93 Lombard Avenue
Winnipeg, Manitoba
R3B 3B1
Phone: 945-4537

PROGRAM: **MANITOBA ARTS GAMING FUND COMMISSION - PROGRAM B**

PURPOSE: The Manitoba Arts Gaming Fund Commission has been established to recommend the distribution of a designated portion of gaming revenues, allocation of casino participation and bingo licences accruing to the arts umbrella co-ordinating organization.

WHO MAY APPLY: Organizations eligible to apply in the program are community-based and amateur arts organizations which:

1. are incorporated or registered and can demonstrate a minimum of two years of satisfactory activity;

2. are directly involved in the practice of the arts: visual arts, writing crafts, music dance, theatre; or groups which coordinate and direct two or more such activities;

3. demonstrate a sustained and regular program of activity with clearly defined goals and objectives. Instructors, conductors, directors or coordinators should be individuals trained or experienced in the arts.

4. reflect a demonstrable need and benefit for which funding is requested.

This funding program is <u>not</u> designed to assist arts programs or projects in the formal Manitoba education or those activities for which there is adequate subsidy from other public sector funding sources.

It is not the intent of this program to duplicate or replace the assistance provided by government, its agencies, and private sector funders.

CRITERIA: Funds may be requested for a variety of purposes and projects which serve to enhance arts opportunities and arts development in the community or the region. Specific projects and operational development will be considered, but priority will be given to the funding of projects.

LEVEL OF ASSISTANCE:

The level of the award will be based on the merit and the scope of the endeavour, the need of the applicant, and the ability of the applicant to make effective use of the funds.

Normally the level of support will not exceed $2000; however, the Commission may allocate up to $5000 depending on the scope and merit of activity of the organization and/or the scope and merit of the particular project. The actual level will relate to the demonstrated need, the reasonableness of the request, and funds available. Awards may be approved at a lower level than requested or approval may be given for only a specific part of the request.

APPLICATION DEADLINE:

One application deadline, annually February 1st.

Applications will be considered on the basis of the need of the organization and on the ability of the organization to make effective use of the funds available.

Generally applicants will be advised of a decision within 2 months of the date of application.

CONTACT:

Manitoba Arts Gaming Fund Commission
525 - 93 Lombard
Winnipeg, Manitoba
R3B 3B1
Phone: 945-1447

MANITOBA COMMUNITY SERVICES COUNCIL

PROGRAM: **MANITOBA COMMUNITY SERVICES COUNCIL GRANT**

PURPOSE: To provide support for Manitoba community service organizations through the allocation of funds and/or bingo dates.

WHO MAY APPLY: Non-profit volunteer organizations that provide various community services for the benefit of their respective communities. Recreation, youth, and seniors' services, health-related services and other social services are among those considered by the Council.

CRITERIA: The organization applying must be a non-profit body which seeks funds for a purpose deemed by the Council to be a community service serving more of the community than the self interest of the organization's Board of Directors.

Its management must be directed by a duly constituted board of volunteers which assumes accountability to the community and meets at least four times a year. (The board shall serve without remuneration.)

It must have a plan of organization, develop an annual budget and operate on a sound financial basis, maintain an adequate system of records and reports and publish an annual financial report which has been audited by an accountant or other board member(s).

It must make effective use of volunteers wherever possible.

If it employs staff, they must be qualified by training and/or experience.

LEVEL OF ASSISTANCE: There is no specific amount, it varies according to the proposed project. Grants may be approved at a level lower than that requested or approval may be given for only a specific part of the request.

APPLICATION DEADLINE: On-going depending on availability of funds.

CONTACT: Manitoba Community Services Council
c/o Elaine Taylor
3rd Floor, #5 Donald Street
Winnipeg, Manitoba
R3L 2T4
Phone: 945-3728

MANITOBA COUNCIL OF ARCHIVES

PROGRAM: Program

PURPOSE: To encourage the development of Manitoba's archival system.

WHO MAY APPLY: Any archival institution or repository engaged in the acquisition, care and preservation of archival materials, and which makes them available for continuing use under defined conditions by the sponsoring organization and by the general public. Must be accepted as a member of the Manitoba Council of Archives.

CRITERIA: Project description and criteria are being reviewed and revised during the 1988-89 fiscal year. Those institutions who are interested should contact the Manitoba Council of Archives for further details.

CONTACT: The President
Manitoba Council of Archives
c/o 200 Vaughan Street
Winnipeg, Manitoba
R3C 1T5
Phone: 945-3738

MANITOBA HERITAGE FEDERATION

PROGRAM: **MANITOBA HERITAGE FEDERATION**

PURPOSE: The purpose of the grant program is to assist with promoting, encouraging, developing and preserving the heritage of Manitoba.

WHO MAY APPLY: Individuals or non-profit organizations based in Manitoba.

CRITERIA: Meet the objectives of the Manitoba Heritage Federation. The project should be an asset to the heritage community.

Demonstrate the capacity for planning, budgeting and implementing the project to the satisfaction of the Manitoba Heritage Federation.

In case of an organization, be directed by a duly constituted board of volunteers which assumes accountability to a membership and meets at least annually.

In case of a person or persons, be sponsored by an organization which meets the approval of the Manitoba Heritage Federation.

LEVEL OF ASSISTANCE: Assessment of each application is done to clarify that the request meets with the above criteria. Support of a project will be based on availability of funds and the merit of the project.

Funds are not available for operating costs, feasibility studies, or landscaping of a contemporary nature.

Only expenses incurred after December 1st are eligible.

APPLICATION DEADLINE: Application forms are distributed September 1st. There will be one application deadline, December 1st.

CONTACT: Manitoba Heritage Federation Inc.
434 - 167 Lombard Ave.
Winnipeg, Manitoba
R3B 0T6
Phone: 943-4568

MANITOBA INTERCULTURAL COUNCIL

PROGRAM: **ETHNOCULTURAL COMMUNITY SUPPORT FUND**

PURPOSE: All activities by an eligible organization, subject to the exclusions noted, which are of benefit to the organization, to the ethnocultural community, or to the wider community will be considered for support.

Applications may be made for special projects, operating funding or capital projects.

WHO MAY APPLY: In order to apply to the Ethnocultural Community Support Fund, an organization must:

1. Be a non-profit community-based ethnocultural organization or a non-profit organization composed of and serving two or more ethnocultural groups.

2. Be incorporated under provincial or federal laws if the annual operating budget exceeds $40,000.00.

3. Have been in existence at least one year.

4. Have a constitution, by-laws or articles of incorporation clearly defining the nature, objectives and tasks of the organization.

5. Be directed by a duly constituted Board of Directors or Executive accountable to membership that meets at least four (4) times a year and serves without remuneration.

6. Have a plan of organization, develop an annual budget, operate on a sound financial basis, maintain an adequate system of records and reports, and publish an audited or certified financial report.

Priority will be given to:

a. Manitoba-based activities of an intercultural nature;

b. Upgrading of technical, administrative and management skills of volunteers, members and staff;

c. Community and organization development strategies;

Particular consideration will be given to organizations located 75 or more kilometres from Winnipeg.

EXCLUSIONS:

1. religious institutes (churches, synagogues, temples, etc.)

2. national organizations;

3. organizations whose guiding objectives are political/ ideological;

4. Provincial and Federal departments and Crown agencies.

LEVEL OF ASSISTANCE:

All allocations are on a one-time basis with no guarantee of future funding. The Community Resources Allocation Committee will provide up to 50% of the eligible budget submitted. Funds are provided through awarding of bingo events, a cash award or a combination of the above.

Special Projects

A special project is an activity of a non-recurring nature. A description of the project detailing objectives, time frame and budget should be submitted along with letter of endorsement from participating organizations.

Applications for assistance must be received prior to the start of the activity.

Up to 75% of the allocation award may be disbursed in advance of the event.

The balance of the allocation will be disbursed following receipt of an audited or certified true financial statement and a satisfactory evaluation report of the event.

The balance of the allocation may be forfeited if the additional information is not received within 60 days of the project completion.

Operational Funding:

Up to 75% of the allocation may be disbursed in advance.

The balance of the allocation will be disbursed upon receipt of the next semi-annual financial statement and evaluation that the funds are being used as approved.

The organization's annual reports must be filed with the Manitoba Intercultural Council for the year in which the allocation was made.

The balance of the allocation may be forfeited if the financial and evaluation information is not received within 60 days of the normal date for the semi-annual financial statement.

Capital Projects:

Eligible organizations may apply for funds to purchase materials and for the renovation, the purchase or construction of a facility.

Applicants requesting assistance for the purchase of materials must describe the nature of the material, their purpose and submit at least two competitive quotes where possible.

Applicants requesting assistance for renovation of a facility must submit:

- estimates from at least two contractors
- copies of all titles and/or mortgage agreements
- evidence of the organization's ability to complete the project

Applicants requesting assistance for the purchase of a facility must submit:

- a copy of the legal description of the property
- a copy of the signed agreement to purchase

Applicants requesting assistance for the construction of a facility must submit:

- a copy of the legal description of the property
- estimates from at least two contractors

Up to 75% of the allocation of capital projects may be disbursed in advance.

The balance will be disbursed on the basis of:

1. A cash flow statement

2. Receipt of satisfactory evidence that the organization has already expended an amount equal to the total allocation

3. The cash flow and evidence of expenditures must be received within 6 months of the notification of the allocation.

Failure to comply with this condition may result in termination of the allocation, in which event the organization must refund to the Ethnocultural Community Support Fund all monies previously disbursed.

APPLICATION DEADLINE:

Applications must be made on the appropriate form provided by the Manitoba Intercultural Council and must be complete in all respects with the appropriate documentation attached.

Application forms must be received by the Ethnocultural Community Support Fund no later than April 30th, August 31st and December 31st.

CONTACT:

Ethnocultural Community Support Fund
Manitoba Intercultural Council
500 - 283 Bannatyne Avenue
Winnipeg, Manitoba
R3B 3B2
Phone: 945-4576
Toll free at 1-800-282-8069

OTHER SOURCES

CANADIAN FITNESS & LIFESTYLE RESEARCH INSTITUTE

PROGRAM: **RESEARCH CONTRIBUTIONS PROGRAM**

PURPOSE: To facilitate and support the development and dissemination of knowledge concerning physical fitness and lifestyle.

WHO MAY APPLY: Any qualified researcher or group of researchers within Canada. This includes universities, colleges, national, provincial or municipal associations, agencies or institutions, research groups or individuals.

CRITERIA: In all cases, a qualified researcher must be designated as the principal investigator who will be responsible for the project.

In addition, a suitable agency must be designated responsible for the financial administration of the project.

Applicants should present a concise proposal that includes a detailed and orderly plan for accomplishing the research.

LEVEL OF ASSISTANCE: $300,000.00 has been set aside to support projects that are relevant and scientifically sound.

Funds can only be used for the purposes described in an approved funding arrangement; since payments are conditional on satisfactory performance. Statements of expenditures, progress reports and a final report must be submitted in accordance with stated requirements.

Funding support may be for a maximum of 3 years. Second and third year funding subject to meeting the above reporting criteria.

APPLICATION DEADLINE: Applications must be received by January 13th, 1988. Application forms will be distributed in late October to research administration offices and departments, schools or faculties of physical education and recreation of all Canadian universities.

REMARKS: The Institute is a private non-profit incorporated organization funded by Fitness Canada.

CONTACT:

Canadian Fitness and Lifestyle Research Institute
200 - 47 Clarence Street
Ottawa, Ontario
K1N 9K1
Phone: 1-613-236-0173

Contact Person: Dr. Blake Ferris

FOUNDATIONS

There are many foundations based in Manitoba and throughout Canada. They are all potentially a valuable source of funds for your community projects. Foundations usually have areas that are of interest to them in which they would prefer to distribute their funds. However, many foundations will fund worthwhile projects that are outside their areas of interest.

The following is a partial list of existing foundations with specific interests in either sports, the arts, health, education, recreation or a general interest in a wide array of areas. Names of other foundations and in-depth details on each foundation are available in the Canadian Directory to Foundations, 7th Edition 1987. Editors: Allan Arlett, Ingrid van Rotterdam. Published by The Canadian Centre for Philanthropy, Toronto. This book is available in the library of the Manitoba Branch of The Centre of Philanthropy - 5 Donald Street, S., Winnipeg. A 1985 edition is available in the Centennial Library in Winnipeg.

Foundations:

	NAME	ADDRESS	INTERESTS
1.	Birks Family Foundation Foundation	1240 carre Phillips, Montreal, P.Q. H3B 3H4	- sports, arts
2.	Bronfman Foundation; The Marjorie & Gerald	1245 ouest, rue Sherbrooke Bureau 1700, Montreal PQ H3G 1H4	- arts
3.	Canada Packers Foundation	95 St. Clair Ave. W., Toronto Ont. M4V 1P2	- education, health
*4.	Catholic Foundation of of Manitoba	Box 1364 Winnipeg, MB R3C 2Z1	- education
5.	Devonian Group of Charitable Foundations	770 - 999 Eight St. S.W, Calgary, Alberta T2R 1J5	- historic preservation & conservation
6.	Eaton Foundation	1 Dundas St. W., 20th Floor Toronto, Ont. M5B 1C8	- arts, education
7.	Ivey Foundation	618 Richmond St., London, Ont. N6A 5J9	- arts, culture
*8.	Jewish Foundation of Manitoba	370 Hargrave St., Suite 204, Winnipeg, MB R3B 2K1	- culture, arts
9.	Kahanoff Foundation	Suite 1250, 321 - 6th Ave. S.W. Cadillac Fairview Building, Calgary, Alta. T2P 3H3	- education, arts, culture
10.	Laidlaw Foundation	60 St. Clair Ave. East, Ste. 203 Toronto, Ont. M4T 1N5	- performing arts

	NAME	ADDRESS	INTERESTS
11.	Macdonald Stewart Foundation	Box 12000 Station "A", Montreal, P.Q. H3C 3P3	- historic preservation, museums
12.	McLean Foundation	95 St. Clair Ave. W., 16th Fl. Toronto, Ont. M4V 1P2	- education, arts, culture, environment
*13.	Murphy Foundation	919 - 167 Lombard Avenue, Winnipeg, MB R3B 0V3	- conservation, health education
*14.	Penner Family Foundation	Box 909, Steinbach, MB R0A 2A0	- religion education
*15.	Reimer Family Foundation	1400 Inskter Blvd., Winnipeg, MB R2X 1R1	- religion, youth
16.	RHW Foundation	1155 ouest, boulevard Dorchester Bureau 2912, Montreal, PQ H3B 2L5	- wide array
*17.	Richardson Century Fund	1 Lombard Place, 30th Floor, Winnipeg, MB R3B 0Y1	- wide array
*18.	Richardson Foundation Inc; Mrs. James A.	1 Lombard Place, 30th Floor, Winnipeg, MB R3B 0Y1	- wide array
*19.	Sill Foundation	385 St. Mary's Ave., Winnipeg, MB R3C 0N1	- wide array
20.	Westwind Foundation	c/o Canada Permanent Trust - 20 Eglington Ave. W., Toronto, Ont. M4R 9Z9	- arts, culture
*21.	Winnipeg Foundation	759 - 167 Lombard St., Winnipeg, Manitoba R3B 0V3	- recreation, sport association arts
*22.	Wolinsky Foundation	400 - 228 Notre Dame Ave., Winnipeg, MB R3B 1N7	- special needs groups

* denotes Manitoba-based foundations.

MANITOBA ATHLETIC THERAPY ASSOCIATION

PROGRAM: ATHLETIC THERAPY LEVELS PROGRAM
LEVEL 1, 2, 3.

PURPOSE: This is a progressive program in prevention and care of sports injuries to satisfy the growing need for skilled individuals with a better understanding of the prevention and proper treatment of sport injuries. The Athletic Therapy Levels program is aimed at developing an awareness of sports injuries in individuals that will be responsible for the health of athletes during competition and to prepare them to accept the responsibilities of the team's athletic therapy requirements.

WHO MAY APPLY: Anyone working with individuals or groups in the area of physical activity will benefit from completing the Athletic Therapy levels program. (Coaches, parents, teachers, fitness instructors).

CRITERIA: Any community is eligible to apply to host the Athletic Therapy Levels programs. You must be able to ensure a facility to house the clinic and the minimum number of participants - (15).

LEVEL OF ASSISTANCE: Cost of the instructors, rental of the facility and the resource material will be provided by the Manitoba Athletic Therapists Assoc. Cost per person will be assessed as follows: Level 1: $20; Level 2: $30; Level 3: $40/Module.

APPLICATION DEADLINE: On-going program.

REMARKS: The levels deal with the following information.

Level 1: Essential preventative techniques and immediate first-aid procedures. Course includes prevention, protective equipment, first aid, common injuries, strapping practicum and a first aid kit content listing.

Level 2: Basic conditioning theories, injury identification, use of heat and cold, specific strapping techniques, emergency procedures. Course also includes gross anatomy, mechanisms of injury, field assessment and immediate care, introduction to rehabilitation.

Level 3: Develop individuals with more detailed understanding of anatomy, mechanism of injury, basic assessment and rehabilitation including individuals aspiring to be in charge of a teams athletic therapy requirements.

CONTACT:

Manitoba Athletic Therapists Association, Inc.
c/o Faye Tycholiz
University of Manitoba
156 Frank Kennedy Building
Winnipeg, Manitoba
R3T 2N2
Phone: 474-8724

PROGRAM: **SPECIAL EVENTS VEHICLE**

PURPOSE: This vehicle is an on-site work station to provide athletic first aid services to sports events held in Manitoba.

WHO MAY APPLY: Any amateur sports group who is hosting a national, provincial, regional or community sporting event.

CRITERIA: The vehicle shall be provided to sporting event on the following priority basis:

a) National Championship
b) Provincial Playoffs/Championships
c) Regional Playoffs/Championships
d) Tournaments
e) League Games

In the event of conflict, priority will be given to those events whose inherent nature for injury put the athletes at greater risk, and/or to the events having the greater number of participants.

LEVEL OF ASSISTANCE: There is a charge for the vehicle and for any first aid supplies consumed during the event. Honorariums to the first aid personnel are expected and should be arranged with the M.A.T.A. prior to the event.

APPLICATION DEADLINE: The program is on-going. To ensure bookings applications should be made at least 4-6 weeks in advance. This allows time to arrange qualified people to attend the van.

CONTACT: For further information and van application forms contact:

Faye Tycholiz
Manitoba Athletic Therapists Assoc.
University of Manitoba
156 Frank Kennedy Building
Winnipeg, Manitoba
R3T 2N2
Phone: 474-8724

MANITOBA HABITAT HERITAGE CORPORATION

PROGRAM: **MANITOBA HABITAT HERITAGE PROGRAM**

PURPOSE: Conservation, restoration and enhancement of Manitoba fish and wildlife habitat through land acquisition, habitat protection agreements (leases), and habitat development. The Manitoba Habitat Heritage Corporation, a non-profit organization, is funded by a grant from the Department of Natural Resources and is set up to accept private donations.

WHO MAY APPLY: Individuals, community groups, fish and game clubs, naturalists groups, schools and municipalities interested in conservation of Manitoba fish and wildlife habitats.

CRITERIA:

FISH HABITAT

Projects to improve fish habitat and fish populations may include:

- aeration of lakes
- regulating levels of lakes and reservoirs
- construction of walleye rearing ponds
- construction of fish ladders
- removal of barriers to historic spawning areas
- habitat rehabilitation or improvement to streams and lakes
- purchase or leasing land to guarantee stream bank protection against erosion

WILDLIFE HABITAT

Projects to preserve wildlife habitat may include:

- purchase of strategic parcels of land
- signing habitat protection agreements with land owners to maintain valuable habitat
- establishing forage food plots on forested areas
- construction of small dams and dikes
- provision of water sites for wildlife
- planting shelterbelts

LEVEL OF ASSISTANCE: Provincial Fish and Wildlife staff will provide expertise. Cooperating groups or individuals may be expected to contribute time and/or labor, and/or monetary assistance.

A project proposal should include the purpose of the project, a description of the work to be undertaken, an estimate of costs and a statement of the anticipated benefits.

APPLICATION DEADLINE: On-going.

CONTACT:

Manitoba Habitat Heritage Corporation
Box 41
1495 St. James Street
Winnipeg, Manitoba
R3H 0W9
Phone: 945-7760 (Wildlife)
945-7794 (Fisheries)

NATIONAL FILM BOARD OF CANADA

PROGRAM: **NATIONAL FILM BOARD**

PURPOSE: To produce, market and distribute films and videos in the national interest and in particular to interpret Canada to Canadians and to other countries.

WHO MAY APPLY: Any individual, business, government or non-profit organization.

CRITERIA:

Library

Reservations for videocassettes and films are accepted by telephone, mail or on a walk-in basis, up to 90 days prior to playdate.

Customers are asked to apply for a library card to facilitate transactions.

Orders are shipped by mail if the customer cannot pick up at the library. Return transportation is the customer's expense.

Information and reference assistance are available on request. Descriptions for over 20,000 Canadian audio-visual productions are available from the NFB FORMAT database. A selection of catalogues and promotional documents is also available. General advice on other sources for NFB productions may also be obtained on request.

Most films and videos distributed by the NFB are also available for purchase.

LEVEL OF ASSISTANCE:

Production:

Undertakes the production of films and videos directed to the women's community and educational sector.

Marketing:

Undertakes the launching of new products to the women's community and education sector.

Library:

Offers films and videos on a wide range of topics including wildlife, women's issues, social issues, health, the arts, animation and others. Documentaries, animation, dramas and children's films are included in the NFB collection.

APPLICATION DEADLINE: On-going.

REMARKS: All library and production services are available in both French and English.

CONTACT:

National Film Board of Canada
245 Main Street
Winnipeg, Manitoba
R3C 1A7
Phone: Library: 983-4131
English Program: 983-3160
French Program: 983-3185

REGIONAL SPORT ASSOCIATIONS

Regional Sport Associations have been established in each of the regions in Manitoba. Each sport association is dedicated to the development of sport at all levels in communities in their respective regions. Each association follows guidelines in determining their own program criteria and levels of assistance. Contact your local Recreation Director or Regional Sport Association for full funding information.

Regional Sport Associations:

Volunteer Chairpersons

Mr. Randy Fediuk, Chairman
Central Region Sport Assoc. Inc.
P.O. Box 1055
Winkler, Manitoba
R0G 2X0

Mr. Wayne Rudd, Chairman
Eastman Sport Dev. Assoc.
Box 346
Pine Falls, Manitoba
R0E 1M0

Mr. Al Butler, Chairman
Interlake Sport Dev. Assoc.
c/o Box 1519
Gimli, Manitoba
R0C 1B0

Mr. Bernie Chrisp, Chairman
Parkland Sport Council
27 - 2nd Avenue, S.W.
Dauphin, Manitoba
R7N 3E5

Ms. Evelyn Clegg, Chairman
Westman Sport Association
340 - 9th Street
Brandon, Manitoba
R7A 4A7

Mr. Brian Le Poudre, Chairperson
Norman Reg. Sport Assoc. Inc.
c/o 59 Elizabeth Drive (Box 21)
Thompson, Manitoba
R8N 1X4

Staff

Mr. Kelly McConnell
Sport Co-ordinator - Central
c/o P.O. Box 1750
Morden, Manitoba
R0G 1J0
822-6346

Ms. Marion Mitchell
Sport Co-ordinator - Eastman
Holly Avenue
Pine Falls, Manitoba
R0E 1M0
268-2172

Mr. Jim Gibb
Sport Co-ordinator - Interlake
c/o P.O. Box 1519
Gimli, Manitoba
R0C 1B0
642-8425

Ms. Charlene Okell
Sport Co-ordinator - Parkland
c/o 27 - 2nd Avenue, S.W.
Dauphin, Manitoba
R7N 3E5
638-9111

Ms. Maureen Bonar
Sport Co-ordinator - Westman
c/o 340 - 9th Street
Brandon, Manitoba
R7A 4A7
726-6066

Mr. Lee Hanson
Sport Co-ordinator - Norman
c/o 59 Elizabeth Drive (Box 21)
Thompson, Manitoba
R8N 1X4
778-4411

SERVICE CLUBS

There are various service clubs presently located in your community. Their main objective is to raise funds for worthwhile projects. If you require assistance with a program or project in your community these groups may be an invaluable resource. Some of these clubs are:

- Benevolent and Protective Order of Elks of Canada
- Fraternal Order of Eagles
- I.O.D.E.
- Jaycees
- Kinsmen
- Kiwanis
- Shriners
- Knights of Columbus
- Lions
- Masons
- Independent Order of Odd Fellows
- Optimistic International
- Order of the Eastern Star
- Order of the Royal Purple
- Quota Club
- Rebekah Assembly of Manitoba
- Rotary Club
- Royal Canadian Legion
- Salvation Army
- Sertoma Club

1988 SILVERWOOD CLIP FOR CASH PROGRAM

PROGRAM: **1988 SILVERWOOD CLIP FOR CASH PROGRAM**

PURPOSE: Community clubs can fundraise by collecting and redeeming product seals for cash. In addition, various bonus prizes are available as incentive to clubs which collect the highest number of seals per quarter. (March, June, September). There are two categories of community clubs:

1. City of Winnipeg
2. Rural Manitoba

WHO MAY APPLY: Recognized community clubs in Manitoba

CRITERIA: Limit to 1 community club/town

Must have open membership to community. Private organizations are not eligible.

LEVEL OF ASSISTANCE: Each Silverwood seal is worth $0.01. Examples of redeeming value:

Size	# of Seals
4 L Bag	5
2 L Carton	2
250 ml, 500 ml, 1 L. carton	1

Seals are also found on Silverwood/Sealtest creams, sour cream and cottage cheese.

At the end of each quarter (March, June, September) Ault Dairies will award cash prizes to the three clubs (in each category) collecting the most seals.

1st:	$700.00
2nd:	300.00
3rd:	250.00

At the end of the year, grand prizes will be awarded to the top 3 clubs in each category (city and rural).

1st:	$1,400.00
2nd:	600.00
3rd:	500.00

All community clubs registered in the program will receive seals when the Blue Bombers score:

Touchdown	100 seals
Field Goal	50 seals

Some other promotions available are:

- Silverwood 1290 Fox Community Caravan
- 1290 Fox on-air promotional support of community events via community calendars
- pep rallies
- casino night - G.C.W.C.C. Annual Convention
- "Kick for Cash" with the Winnipeg Blue Bombers.
- Cash bonus awards to those clubs with the highest percentage increase over 1987.

APPLICATION DEADLINE: On-going. Details of 1989 programme to be announced January 1989.

CONTACT: Your local community club president
OR
Silverwood Community Clip for Cash
1525 Buffalo Place
Winnipeg, Manitoba
R3T 3Y3
Phone: (204) 452-7718

TELEGLOBE CANADA INC.

PROGRAM: DONATIONS COMMITTEE

PURPOSE: To provide funds to registered charitable organizations to assist them in carrying out activities related to their organizational objectives.

WHO MAY APPLY: Various non-profit groups (such as artistic groups, education, health and welfare organizations, community and recreational centres, etc.) which have a Revenue Canada charitable registration number.

CRITERIA: Groups applying for the first time must provide a statement outlining the objectives of the program to be funded and the purpose of their organization, a copy of the latest financial statement and budget forecasts as well as the group's federal registration number for charitable organizations.

LEVEL OF ASSISTANCE: Assistance will be dependent on the project submitted.

Funds are limited to the amount of $1,000.00 per applicant. Applicants may re-submit requests for additional support annually.

APPLICATION DEADLINE: On-going.

The Donations Committee meets once every two months to decide on recipients of available funds.

CONTACT: Mme. Jocelyne Valiquette
Secretary, Donations Committee
Public Relations
Téléglobe Canada Inc.
680 Sherbrooke Street West
Montreal, Quebec
H3A 2S4
Phone: (514) 289-7213

WILDLIFE HABITAT

PROGRAM: **WILDLIFE HABITAT CANADA**

PURPOSE: The purpose of the funding programs are to provide financial support for projects that promote the conservation, restoration and enhancement of wildlife habitat in Canada.

WHO MAY APPLY: Individuals, non-profit organizations, government agencies and private business organizations.

CRITERIA: Types of potential proposals could include:

1) private stewardship
2) habitat rehabilitation and improvement
3) public education/awareness
4) habitat acquisition
5) research
6) demonstration projects for integrated resource management

Ten (10) copies of your proposal should be submitted after consultation with Wildlife Habitat Canada.

Guidelines for submissions are available.

LEVEL OF ASSISTANCE: Will consider funding up to a maximum of 50% of the total cost.

Submissions should include comments from relevant government agencies and funding from additional sources.

APPLICATION DEADLINE: The submission deadline for research proposals is August 1st. All other projects may be submitted on a bi-annual basis by April 1st or October 1st.

CONTACT: Amanda Jones, Project Administrator
Wildlife Habitat Canada
Suite 301, 1704 Carling Avenue
Ottawa, Ontario
K2A 1C7
Phone: 1-613-722-2090